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# PeopleSoft FSCM 9.2: PeopleSoft Contracts for Government Contracting

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July 2023

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# Preface

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## 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.

| <b><i>Typographical Convention</i></b> | <b><i>Description</i></b>                                                                                                                                                                                                                   |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Key+Key</b>                         | 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 <b>Alt+W</b> , hold down the <b>Alt</b> key while you press the <b>W</b> 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.<br><br>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.

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## 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 Keyword Search 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](#)

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## Contact Us

Send your suggestions to [pssoft-infodev\\_us@oracle.com](mailto:pssoft-infodev_us@oracle.com).

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

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## Follow Us

| <i>Icon</i>                                                                         | <i>Link</i>             |
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| <b><i>Icon</i></b>                                                                | <b><i>Link</i></b>                              |
|-----------------------------------------------------------------------------------|-------------------------------------------------|
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|  | <a href="#"><u>PeopleSoft Blogs</u></a>         |
|  | <a href="#"><u>LinkedIn</u></a>                 |





# Getting Started with PeopleSoft Contracts for Government Contracting

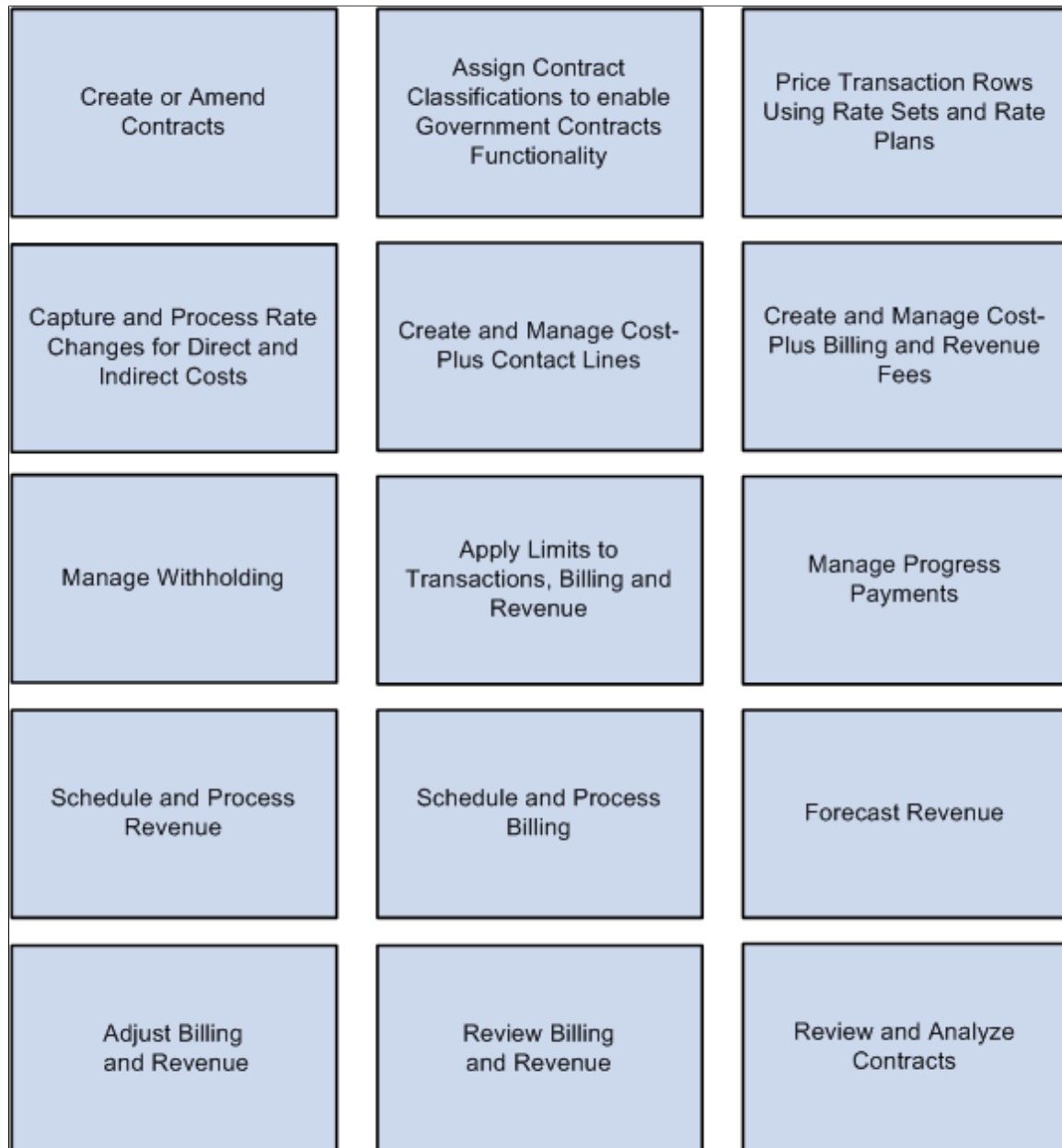
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## Government Contracts Overview

Government contracts are typically long term agreements awarded for a specific or estimated amount, and then managed to that amount. The government has specific requirements that a contractor must meet to be awarded the contract, as well as specific requirements that must be followed to manage the contract. Most of these requirements are focused on cost control, billing, and cash settlement.

PeopleSoft Contracts for Government Contracting enables organizations whose income comes from U.S. government contracts to effectively manage these contracts in accordance with the U.S. governmental rules and regulations.

This diagram identifies the business processes available for government contracts.

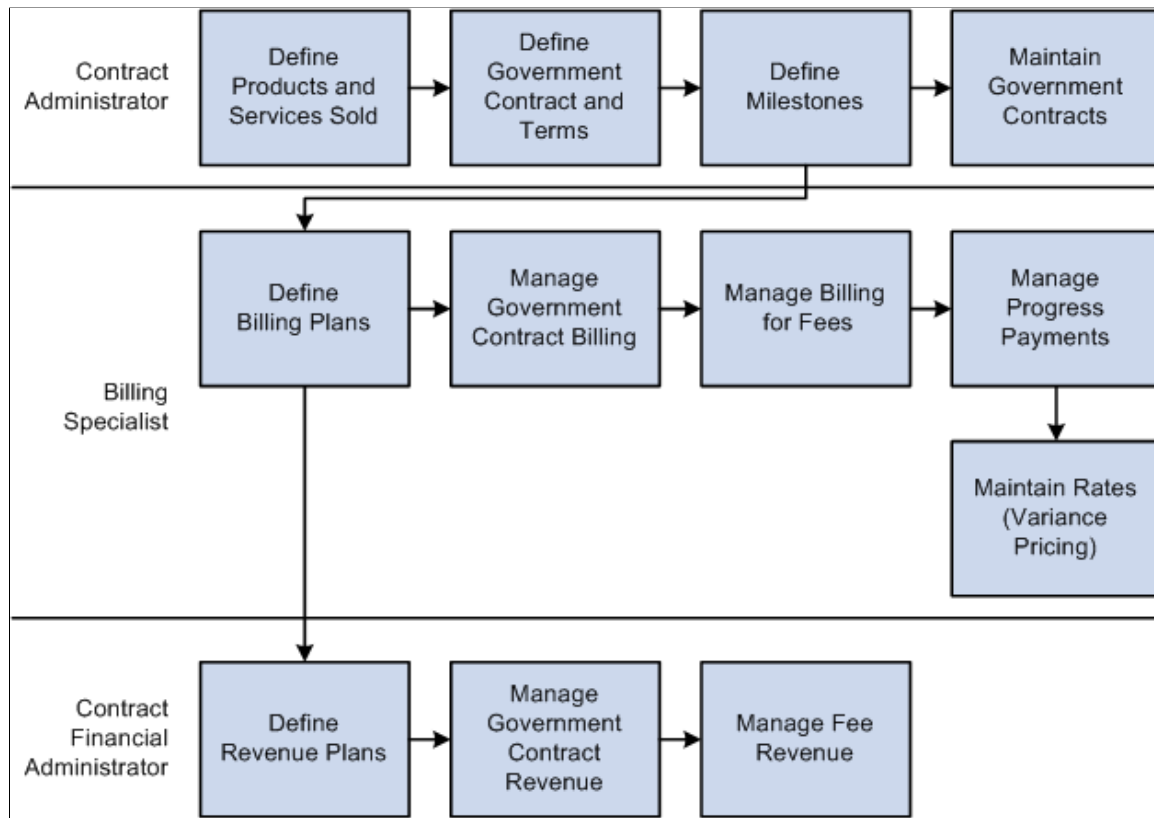



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## Government Contracts Business Process

After a government contract has been awarded, you will need to create the contract, manage billing and revenue, and maintain the contract.

The following process flow illustrates the PeopleSoft Contracts for Government Contracting business processes.

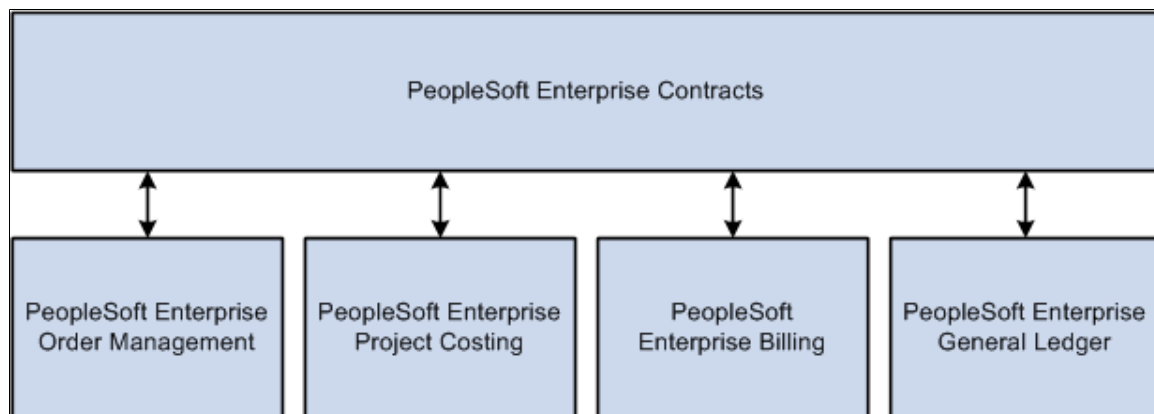


The business process section in this documentation discusses these business processes in greater detail.

## Contracts Integrations

PeopleSoft Contracts integrates with the following PeopleSoft applications:

This diagram illustrates the PeopleSoft Contracts integration with other PeopleSoft applications.



The integration considerations are discussed in the implementation topics in this documentation.

---

## 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 the PeopleSoft Contracts tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables. To manage your government contracts, use the component interface setup tasks used for PeopleSoft Contracts.

See “PeopleSoft Contracts Implementation” (PeopleSoft Contracts).

### Other Sources of Information

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

See the product documentation for

*PeopleTools: Setup Manager*

*PeopleTools: Component Interfaces*

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## Related Product Documentation

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

The following documentations apply specifically to PeopleSoft Contracts for Government Contracting:

- *PeopleSoft Application Fundamentals*
- *PeopleSoft Setting Up Global Options and Reports*
- *PeopleSoft Order to Cash Common Information*
- *PeopleSoft Working with Third-Party Applications*

## Common Elements Used in Contracts for Government Contracting

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                  |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Account</b>                     | ChartField that identifies the nature of a transaction for corporate accounts.                                                                                                                                      |
| <b>Accounting Date</b>             | Date for accounting entries for an activity.                                                                                                                                                                        |
| <b>Activity ID</b>                 | PeopleSoft Project Costing activity identifier assigned to a task within a project.                                                                                                                                 |
| <b>Bill To Customer</b>            | Customer receiving the invoice.                                                                                                                                                                                     |
| <b>Billing Business Unit</b>       | PeopleSoft Billing business unit representing a grouping of customer invoices.                                                                                                                                      |
| <b>Business Unit</b>               | 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.                                   |
| <b>Budget Reference</b>            | ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.                                                                                         |
| <b>Class Field</b>                 | ChartField that identifies a particular appropriation when you combine it with a Fund, DeptID (department ID), Program Code, and Budget Reference ChartField. This field is not applicable to government contracts. |
| <b>Contract</b> or Contract Number | Displays the unique identifier for a contract that can be assigned by the system or the user.                                                                                                                       |
| <b>Contract Type</b>               | Enables you to categorize your contracts for reporting purposes.                                                                                                                                                    |
| <b>Currency</b>                    | Code that identifies the currency for an amount, such as USD or EUR.                                                                                                                                                |
| <b>Fund Code</b>                   | ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.                                                                |
| <b>Fund Affiliate</b>              | ChartField that is used to correlate transactions between funds when using a single intraunit account.                                                                                                              |

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                  |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Line</b>                        | Displays the contract line number associated with the product after it has been added to the contact.                                                                                               |
| <b>Operating Unit Affiliate</b>    | ChartField that is used to correlate transactions between operating units when using a single intraunit account.                                                                                    |
| <b>Process Monitor</b>             | Click this link to view the status of submitted process requests.                                                                                                                                   |
| <b>Program Code</b>                | ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.                |
| <b>Report Manager</b>              | Click this link to view report content, check the status of a report, and view content detail messages.                                                                                             |
| <b>Run</b>                         | Click this button to specify the location where a process or job runs and the process output format.                                                                                                |
| <b>Run Control ID</b>              | Identification code that identifies the run parameters for a report or process.                                                                                                                     |
| <b>SetID</b>                       | 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. |
| <b>Sold To or Sold To Customer</b> | Customer buying the products and services specified on the contract.                                                                                                                                |

## Chapter 2

# Navigating in Contracts for Government Contracting

## Navigating in PeopleSoft Contracts for Government Contracting

Contracts for U.S. government contractors uses the PeopleSoft Contracts custom navigation pages containing groupings of folders that support a specific business process, task, or user role to navigate when creating and managing your government contracts.

**Note:** In addition to the PeopleSoft Contracts custom navigation pages, PeopleSoft provides menu navigation and standard navigation pages.

## Pages Used to Navigate in PeopleSoft Contracts for Government Contracting

| <i><b>Page Name</b></i> | <i><b>Navigation</b></i>                                                | <i><b>Usage</b></i>                                                                                  |
|-------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Contracts Center        | <b>Customer Contracts &gt; Contracts Center</b>                         | Access the key areas to manage your government contracts.                                            |
| Archive Contracts       | Click the <b>Archive Contracts</b> link on the Contracts Center page.   | Access the Archive Data to History run control page to archive closed contracts.                     |
| Contract Accounting     | Click the <b>Contract Accounting</b> link on the Contracts Center page. | Define, review, and manage accounting distribution and revenue activity for government contracts.    |
| Contract Billing        | Click the <b>Contract Billing</b> link on the Contracts Center page.    | Setup, review, and manage billing activity for government contracts.                                 |
| Contract Processing     | Click the <b>Contract Processing</b> link on the Contracts Center page. | Review and manage the status of contract-related projects and milestones and run the limits process. |
| Contract Summary        | Click the <b>Contract Summary</b> link on the Contracts Center page.    | Review summary information for a specific contract.                                                  |
| Contracts               | Click the <b>Contracts</b> link on the Contracts Center page.           | Create, modify, or review a government contract and its related components.                          |

| <b>Page Name</b>  | <b>Navigation</b>                                                     | <b>Usage</b>                                                                                                                                                                                     |
|-------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Definitions       | Click the <b>Definitions</b> link on the Contracts Center page.       | Define the core structure for your government contracts.                                                                                                                                         |
| My Contracts      | Click the <b>My Contracts</b> link on the Contracts Center page.      | Define and maintain a personal contract list and view contract summaries for your government contracts.                                                                                          |
| Progress Payments | Click the <b>Progress Payments</b> link on the Contracts Center page. | Define progress payment terms and manage progress payment activity.                                                                                                                              |
| Reports           | Click the <b>Reports</b> link on the Contracts Center page.           | View and create reports for your government contracts.                                                                                                                                           |
| Renewals          | Click the <b>Renewals</b> link on the Contracts Center page.          | <p>Define and process contract line renewals.</p> <hr/> <p><b>Note:</b> Renewal processing does not apply to contracts associated with a contract classification of <i>Government</i>.</p> <hr/> |
| Revenue Forecast  | Click the <b>Revenue Forecast</b> link on the Contracts Center page.  | Create and review revenue forecasts for amount-based and rate-based contract lines for your government contracts.                                                                                |
| Review            | Click the <b>Review</b> link on the Contracts Center page.            | Review attributes associated with a contract such as project milestones, or project and activities.                                                                                              |
| Support Teams     | Click the <b>Support Teams</b> link on the Contracts Center page.     | Create, modify, or review support teams and associated email notifications.                                                                                                                      |
| User Preferences  | Click the <b>User Preferences</b> link on the Contracts Center page.  | Setup default values for the individual user.                                                                                                                                                    |



# Integrating with Other Applications

## Understanding Product Integration

PeopleSoft Contracts for Government Contracting is designed to fully integrate with PeopleSoft Project Costing, Billing, General Ledger, and Order Management. To fully utilize the features and functionality for government contracts, you are required to install PeopleSoft Project Costing and PeopleSoft Billing, and to complete the setup required for PeopleSoft Contracts.

You must set up the PeopleSoft Contracts system to enable you to create and effectively manage government contracts, as the government contracts processes and functionality relies on the core structure set up in PeopleSoft Contracts.

The following table identifies the core Contracts features used by contracts that are assigned a contract classification of *Government*:

| <b>PeopleSoft Contracts Feature</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Units                      | <p>Whether you are creating government or non-government contracts, you must define a business unit. Business units represent a high level organization of your business.</p> <p>PeopleSoft Contracts enables you to define progress payment rates, contract entry defaults, and cost-plus contract line fee definitions at the business unit level for contracts assigned the contract classification of <i>Government</i>.</p> |
| Accounting Distributions            | <p>To create accounting entries for amount-based contract lines, you must set up accounting distributions and associate them to the contract lines and progress payment terms.</p>                                                                                                                                                                                                                                               |
| Accounting Rules                    | <p>To create accounting entries for your rate-based contract lines and rate-based contract lines with a fee type (cost-plus), you must define accounting rules for all analysis types that are included in the analysis groups of PSWKS, PSCST, and PSREV. In addition PSRV2 must be defined if your contracts are setup to separate billing and revenue.</p>                                                                    |
| Contract Entry                      | <p>All of the government contracts features require that you create a contract. When you create a contract, you must associate the contract with a contract classification of <i>Government</i> to activate all of the fields related to government contracting.</p> <p>Many of the government contract specific fields and features are hidden unless the contract is associated with a government contract classification.</p> |

| <b>PeopleSoft Contracts Feature</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Lines                      | <p>Amount and rate-based contract lines represent the products that you deliver to the customer.</p> <p>Every contract must have at least one contract line associated with it.</p> <p>Use the contract lines as the basis for the following actions for your contract:</p> <ul style="list-style-type: none"> <li>• Generating bills.</li> <li>• Recognizing revenue.</li> <li>• Associating projects and activities.</li> <li>• Associating rate sets and rate plans.</li> <li>• Associating withholding and limit amounts.</li> <li>• Associating progress payment terms.</li> <li>• Associating cost-plus billing and revenue fees.</li> </ul>                     |
| Milestones                          | <p>Milestones represent an event in the life of the contract that is usually associated with billing or revenue recognition activities. You can use PeopleSoft Contracts milestones to manage billing or revenue for your contract lines, or you can use them to schedule award or incentive fee events.</p> <p>To use milestones to control billing and revenue processing, you must define the milestones in your PeopleSoft Contracts system, assign them to the government contract, assign them to the billing and revenue plans as events, manage when the conditions for the milestone have been met, and update the milestone statuses to <i>Complete</i>.</p> |
| Billing Plans                       | Billing plans control the timing of billing for your contractual obligations. You must associate a billing plan to your contract lines to generate invoices for contract lines, billing fees associated with the contract lines, and progress payments.                                                                                                                                                                                                                                                                                                                                                                                                                |
| Revenue Plans                       | Revenue plans control the timing of revenue recognition for your contractual obligations. You must associate a revenue plan to your contract lines to recognize revenue for contract lines and revenue fees associated with the contract lines.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Bill Processing                     | Bill processing for your government contract lines is controlled by PeopleSoft Contracts. Using billing plans, PeopleSoft Contracts retrieves bill data from PeopleSoft Project Costing and PeopleSoft Contracts tables, and submits the data for processing through to PeopleSoft Billing to generate invoices.                                                                                                                                                                                                                                                                                                                                                       |

| <b>PeopleSoft Contracts Feature</b>         | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revenue Processing                          | <p>Revenue processing for your government contracts is controlled by PeopleSoft Contracts, with the exception of when PeopleSoft Billing manages revenue for an amount-based contract line.</p> <p>Using revenue plans, PeopleSoft Contracts passes the revenue accounting entries to PeopleSoft General Ledger for processing.</p>                                                                                                                       |
| Prepays                                     | <p>PeopleSoft Contracts enables you to define and manage prepaid amounts for rate-based contract lines that are not assigned to a fee type, and are not withholding-applicable. PeopleSoft Contracts enables you to define the criteria for using the prepaid amount over the life of the contract.</p>                                                                                                                                                   |
| Amendment Processing                        | <p>After a contract has been activated, most changes or adjustments must be made using amendment processing.</p> <p>Amendment processing enables you to maintain a historical record of the various changes that may occur during the contract's life cycle.</p> <p>Withholding terms, progress payment rates or terms, limit changes, and cost-plus fee or limit changes are only a few of the features that are controlled by amendment processing.</p> |
| Revenue Forecasting                         | <p>Use the revenue forecasting features of PeopleSoft Contracts to estimate your revenue for future periods on your amount and rate-based contract lines.</p>                                                                                                                                                                                                                                                                                             |
| Online Contract Summary Views and Inquiries | <p>View summarized data for your government contract, billing, or revenue entries using the Contract Summary, Billing, and Revenue Management pages.</p>                                                                                                                                                                                                                                                                                                  |
| Reporting                                   | <p>You can run delivered reports to view, manage, and track overall contract processing related to billing, revenue, milestones, and limits.</p> <hr/> <p><b>Note:</b> Additional reporting that is specific to government contracting is discussed in the reporting topic.</p> <hr/> <p>See <a href="#">PeopleSoft Contracts for Government Contracting Reports: A to Z</a>.</p>                                                                         |

See [Understanding PeopleSoft Contracts Structure for Government Contracting](#).

## Related Links

“Understanding Contract Structure” (PeopleSoft Contracts)

“Understanding Product Integration” (PeopleSoft Contracts)

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## Integrating with PeopleSoft Project Costing

You associate contract lines with product IDs on a government contract. The contract lines represent the goods or services that are contracted with the government for delivery. These goods and services are typically associated with projects and activities that are contract specific and do not span multiple contracts. To manage these projects and activities and their various attributes, PeopleSoft Contracts uses its integration with PeopleSoft Project Costing. Data relating to projects and activities is primarily managed by PeopleSoft Project Costing, while associations between project/activities and contract lines are managed by PeopleSoft Contracts.

PeopleSoft Contracts links to the following data in PeopleSoft Project Costing:

- Project and activity data.
- Inception-to-date costs, billing and revenue.
- Estimated costs.
- Transaction costs.
- Rate sets.
- Rate plans.
- Variance rates.
- Accounting chartfield data for rate-based contracts lines.

### Tracking Costs for Rate-Based Contract Lines for Government Contracts

For government contracts, PeopleSoft Contracts uses the project, activity, and transaction data stored in PeopleSoft Project Costing to track and calculate costs and fees for billing and revenue and to create accounting entries for revenue recognition on rate-based products or services. Any transactions generated by government contracts (for example, fees and withholding) are sent back to PeopleSoft Project Costing for analysis.

For progress payments, PeopleSoft Contracts enables you to assign projects and activities to progress payment terms to track costs for progress payment and progress payment liquidation processing. When you define a progress payment amount and associate it to an amount-based contract line, you can assign one project and activity to the contract line. However, you must also assign at least one project and activity to the progress payment terms and conditions. The project and activity assigned to the progress payment terms is used by the system to determine which set of costs to use when calculating allowable progress payment amounts and progress payment liquidation amounts. The project and activity assigned to the amount-based contract line is used to identify the Project Transaction (PROJ\_RESOURCE) rows in project costing.

See [Understanding Creating Government Contracts](#), [Understanding Progress Payment Amounts](#).

### Pricing Rate-Based Contract Lines for Government Contracts

Before you activate a contract, you must fully allocate your contract amounts across your contract lines using the Billing Allocation page and Revenue Allocation page. In addition, for rate-based contract lines

and rate-based contract lines with fee types (cost-plus), you must define rate sets or rate plans and assign them to the contract line.

Rate sets and rate plans are set up using PeopleSoft Project Costing. Rate sets or rate plans can be defined and made available for all contract lines, or you can define contract-specific rate sets or rate plans. Contract-specific rate sets and rate plans are defined for use only with a specific contract line.

When transactions occur in feeder systems for the contract lines, they are passed to PeopleSoft Project Costing and priced using the standard or contract-specific rate sets or rate plans assigned to the contract line. The resulting cost rows are used for billing, revenue recognition, fee processing, progress payment calculations, and so on for government contracts. Only one assigned rate set or rate plan can be active for a contract line at any one point in time.

A rate set enables you to define a rate structure for costing, billing, or revenue. A rate plan enables you to combine multiple rate sets with multiple rate definition types allowing you to calculate direct and indirect costs which are then used as the basis for billing and revenue recognition.

See [Understanding Pricing Government Contracts](#).

## **Defining Rate-Based Contract Lines Accounting Distributions for Government Contracts**

You must assign accounting distributions to contract lines to generate appropriate accounting entries for billing and revenue. For amount-based contract lines, you define your accounting distributions in the system and then assign the accounting distributions to the product and contract line. For rate-based contract lines and rate-based contract lines assigned to fee types (cost-plus), you must define the accounting distributions using accounting rules.

Accounting rules are defined in PeopleSoft Project Costing. Accounting rules are used by the system to generate the accounting entries for billing and revenue when the Contracts/Billing Interface (CA\_BI\_INTFC) process and the As-Incurred revenue (PSA\_ACCTGGL) process are run, respectively.

See “Accounting Distributions” (PeopleSoft Contracts).

### **Related Links**

“Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing” (PeopleSoft Contracts)

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## **Integrating with PeopleSoft Billing**

Billing data for amount-based contract lines is sent from PeopleSoft Contracts to PeopleSoft Billing. Billing information for rate-based contract lines is sent from PeopleSoft Project Costing through PeopleSoft Contracts to PeopleSoft Billing. Billing information for progress payments uses the costing data from PeopleSoft Project Costing to generate progress payment billing data.

PeopleSoft Billing generates invoices for the government contract lines and then sends the billed data back to PeopleSoft Contracts and PeopleSoft Project Costing.

### **Related Links**

[Understanding the Contracts Billing Process for Government Contracts](#)

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## Integrating with PeopleSoft General Ledger

You can post revenue to your general ledger system for the government contracts that you set up in PeopleSoft Contracts. PeopleSoft Contracts stores the accounting distributions to be applied to amount-based contract lines and to transactions for rate-based contract lines. PeopleSoft Contracts then generates accounting entries in the appropriate currency. The Journal Generator, using specific accounting entry definitions and journal generator templates for both amount and rate-based contract lines posts the accounting entries to the general ledger. Journal references for the posted accounting data is updated and sent back to PeopleSoft Contracts.

### Related Links

[“Understanding Revenue Plan Processing” \(PeopleSoft Contracts\)](#)

[“General Ledger Integrations” \(PeopleSoft General Ledger\)](#)

# Preparing to Implement PeopleSoft Contracts for Government Contracting

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## Understanding PeopleSoft Contracts for Government Contracting Implementation

PeopleSoft Contracts delivers functionality that is designed to meet the specific needs of U.S. government contractors. To activate the features and functions associated with government contracting, you must define a contract and assign a contract classification of *Government*. However, before you can define a government contract, you must first set up the underlying infrastructure of the PeopleSoft Contracts system. This includes defining PeopleSoft Contracts business units, setting up core control tables, setting up billing and revenue tables, and so on. The government contracting features rely on the features and functions of PeopleSoft Contracts as the basis for its functionality.

Because the government contracting features are built on top of the PeopleSoft Contracts features and functions, by setting up the PeopleSoft Contracts application infrastructure, you will not only have the features and functions of government contracts available to you, but also many of the features and functions of PeopleSoft Contracts. This enables you to create and manage both government and non-government contract classifications.

During implementation, you should consider which features meet the needs of your particular organization from both a government contracts and non-government contracts perspective, and then set up the PeopleSoft Contracts system's business structure accordingly. After you have set up the core requirements for the PeopleSoft Contracts application, you must determine the best way to map your new system to your organization's existing business infrastructure, practices, and procedures.

---

## Creating and Administering Government Contracts

The steps for creating and administering a contract are essentially the same whether you are creating a government or non-government contract. To create and administer a government contract, complete these high-level steps:

1. Create a new contract with a contract classification of *Government*, and enter the overall contract terms and conditions.

Selecting the contract classification of *Government* is required to activate the government contract specific fields and attributes on the Contract Entry pages.

2. Select the products and services that you will provide using Product identifiers.

The products selected are added to the contract and represent the amount-based and rate-based contract lines, which you use to calculate contract amounts and manage the financial terms and conditions of the contract.

3. Define the contract terms for the rate-based contract lines.

Enter the limit details, period of performance data, and in the case of cost plus contract lines, fee calculation and processing details.

4. Associate PeopleSoft Project Costing project identifiers, activity identifiers, and in the case of rate-based contract lines, pricing rates to contract lines.

To track and manage project transactions associated with rate-based contract lines, link at least one project and activity set to the contract line.

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**Note:** It is recommended that you consider structuring your contracts and projects such that a project is associated with only a single contract, to avoid potential reconciliation issues if the same project identifier is used to identify withholding and fee rows for multiple contracts.

---

5. Associate a rate set, rate plan, or contract specific rate set or rate plan to the rate-based contract lines to calculate the associated incurred and estimated costs for a contract line, project, and activity.

The system uses the rates, project, and activity data to price cost transactions and apply any applicable limits or withholding parameters to determine how much of the costs or revenue should be passed to PeopleSoft Billing or PeopleSoft General Ledger, respectively.

After a project and activity combination is assigned to one rate-based contract line it cannot be assigned, to another rate-based contract line at the same time.

6. Verify accounting distributions for the contract lines.

Each contract line is associated with its own set of accounting distributions. Rate-based contract lines retrieve their accounting distributions from accounting rules defined in PeopleSoft Project Costing.

7. Allocate total contract billing and total contract revenue amounts across amount and rate based contract lines.

Amounts and limits for billing should always be updated. Amounts and limits for revenue should be updated if the contract separates billing and revenue. If billing and revenue are not separated on the contract, then the revenue amounts and limits are display only and programmatically set to equal the values used for billing.

8. Associate each contract line with a billing plan defined in PeopleSoft Contracts.

Define, administer, and maintain billing schedules and billing rules for the products and services that you provide under the contract. Billing plans are required to bill for the contract line.

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.

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

For amount-based contract lines, either PeopleSoft Contracts or PeopleSoft Billing can manage revenue. For rate-based contract lines and rate-based contract lines assigned to fee types (cost-plus), PeopleSoft Contracts must manage revenue.

When PeopleSoft Contracts manages revenue, you associate each contract line with a defined revenue plan. Revenue plans enable you to define, administer, and maintain revenue schedules for the products and services that you manage under the contract.



Selecting PeopleSoft Contracts as your revenue manager provides you with a high degree of control over the revenue recognition process. Revenue plans are required to generate revenue for a contract line.

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

10. Manage milestones.

Milestones are events in the life of the contract and can be used to control the timing of billing and revenue recognition for amount and rate-based contract lines, award, and incentive fees.

11. Manage billing for each billing plan.

12. Manage revenue recognition for each revenue plan.

13. Manage changes to the contract through amendment processing.

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

## Related Links

“Understanding Contracts” (PeopleSoft Contracts)

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## Mapping Enterprise Data Flow

When implementing PeopleSoft Contracts for Government Contracting, you must determine the flow of data into and out of the application. Mapping which applications integrate with your PeopleSoft Contracts application and examining how to carry out that integration helps you to make important decisions from the start.

The PeopleSoft Contracts application supports creating and managing U.S. government funded contracts. To take advantage of this solution, consider the following:

- To take full advantage of all of the government and non-government features and functions delivered with PeopleSoft Contracts, you must install PeopleSoft Project Costing and PeopleSoft Billing.
  - In addition to the base features and functions of PeopleSoft Contracts, additional features and functions are now delivered to support the specific requirements associated with government contracts.
  - PeopleSoft Project Costing enables you to store and price cost data to generate billing and revenue data rows and to track and analyze the direct and indirect costs associated with your government contract projects.
  - PeopleSoft Billing enables you to generate invoices for costs associated with government contracts and sends billed data back to PeopleSoft Contracts and PeopleSoft Project Costing for review and analysis.
- What other applications are integrating with your PeopleSoft Contracts application?

- Are the other applications that are integrating with PeopleSoft Contracts already implemented?

If not, what is the proposed implementation schedule?

- What kind of data are you tracking in your PeopleSoft Contracts system and what is the expected volume?

## Identifying the PeopleSoft Contracts for Government Contracting Implementation Steps

During the implementation process, you must examine your business structure and determine how to map your current policies, procedures, and business practices to the PeopleSoft Contracts system for government contracting.

Your implementation may contain several stages. The following table identifies some possible implementation stages for PeopleSoft Contracts for Government Contracting and potential considerations for each stage:

| <b><i>Implementation Stage</i></b>                 | <b><i>Description</i></b>                                                                            | <b><i>Considerations</i></b>                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning                                           | During the planning stage, map the new system to your business structure, practices, and procedures. | <ul style="list-style-type: none"> <li>• How does your business operate?</li> <li>• How is it divided among company or subsidiary lines?</li> <li>• What is the ratio of government funded contracts to non-government funded contracts?</li> <li>• What features will you use and how do these features map to the kind of contracts that you perform?</li> </ul> |
| Setting up the business unit and support structure | Establish your business units and supporting control tables used by the system for processing.       | <ul style="list-style-type: none"> <li>• How many business units do you need?</li> <li>• What kind of product structure do you require?</li> <li>• What level of automation do you want for billing and revenue recognition plans?</li> <li>• What other applications will you use and in what order will you implement them?</li> </ul>                           |

| <b><i>Implementation Stage</i></b> | <b><i>Description</i></b>                                                                                                                     | <b><i>Considerations</i></b>                                                                                                                                                                                                                                                                 |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establishing security              | Decide how your internal breakdown of job functions relates to the functionality provided by PeopleSoft Contracts for Government Contracting. | <ul style="list-style-type: none"> <li>• Do you want to control the security access of your contracts, milestones, contract statuses, limits, fee worksheets, and so on?</li> <li>• What users in your company are involved in the government contracting processes?</li> </ul>              |
| Data conversion                    | Convert your government contracts data from your legacy systems into your new PeopleSoft Contracts system.                                    | <ul style="list-style-type: none"> <li>• How much history do you want to retain from your old system?</li> <li>• What method will you use to convert data?</li> <li>• Will you archive data?</li> </ul>                                                                                      |
| End user training                  | Before you begin processing and managing your government contracts, billing, and revenue processes, you must train your end users.            | <ul style="list-style-type: none"> <li>• What are the roles and level of decentralization for the people that work with your government contracts?</li> <li>• When will PeopleSoft Contracts be in production, and when should your employees be fully trained on the new system?</li> </ul> |



## Chapter 5

# Securing Your Contracts System for Government Contracting

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## Understanding PeopleSoft Contracts Security for Government Contracting

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 for security issues.

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**Note:** The content of this section 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. Additional security options related to the PeopleSoft Contracts application is located in the *PeopleSoft Contracts* documentation.

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### Related Links

“Specifying System Security Options” (Application Fundamentals)

“Understanding PeopleSoft Contracts Security” (PeopleSoft Contracts)

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## Setting Up Row Level Security

PeopleSoft Contracts enables you to set up security access to certain features or pages so that users have access to only the pages or fields required to perform their job functions. To establish security within PeopleSoft Contracts for Government Contracting, 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 user access to only a specific subset of rows if that is your requirement.

See “Defining Row-Level Security” (Application Fundamentals).

---

## Using Roles and Permission Lists

When establishing security for your users, 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 PeopleTools Security, using the User Profile component. You assign roles to each user profile, and then link those roles to permission lists. Each permission list identifies the pages

that individuals assigned to a role can access. To modify the access for specific web pages for each role, you modify the permission list for the user's role.

---

**Note:** Any modifications made to permission lists impact all users associated with roles that are linked to those permission lists.

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PeopleSoft Contracts includes sample definitions for the following roles:

- Contract administrator.
- Cost accountant.
- Billing manager.
- Billing coordinator.
- Financial analyst.
- Chief financial officer.
- Customer service representative.
- Legal administrator.
- Project manager.
- Project team member.

Sample permission lists are associated with these roles for both government and non-government contracts. The following table describes the permission lists and their associated permissions that differ for government contracts. The full list of sample permission lists common to both government contracts and non-government contracts is described in the *PeopleSoft Contracts* documentation.

---

**Note:** To fully utilize the features and functions of government contracts, users may need access to pages in PeopleSoft Contracts, Project Costing, and Billing.

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See “Using Roles and Permission Lists” (PeopleSoft Contracts).

See “Defining Project Security” (PeopleSoft Project Costing).

| <b><i>Permission List</i></b> | <b><i>Associated Permission</i></b>                                                   |
|-------------------------------|---------------------------------------------------------------------------------------|
| Contracts Financial Reports   | Access to limits, billing, and revenue reports.                                       |
| Contracts Limits              | Access to define funded, revenue and transaction limits.                              |
| Contracts Revenue Processes   | Access to define revenue plans, revenue fee worksheets, and to run revenue processes. |
| Contracts Reverse Revenue     | Access to reverse contract accounting and redistribute revenue.                       |

| <b><i>Permission List</i></b>    | <b><i>Associated Permission</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contracts Billing                | Access to define billing plans, define billing fee worksheets, and to run bill processes.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Contracts Project Information    | <p>Access to view Related Projects pages, project or activity pages, contract line limit data, and contract line withholding and release information.</p> <hr/> <p><b>Note:</b> It is recommended that you associate this permission list with the individual responsible for performing contract pricing, such as the contract administrator.</p> <hr/>                                                                                                                                                           |
| Contracts Progress Payment Terms | <p>Access to the Progress Payment Terms, Progress Payment Worksheet, and Progress Payment Costs pages. Use these pages to define your progress payment terms, calculate progress payment amounts, and view or modify progress payment inception to date and estimated cost to complete costs for progress payments.</p> <hr/> <p><b>Note:</b> It is recommended that you associate this permission list with the individual responsible for performing contract pricing, such as the billing specialist.</p> <hr/> |





# Structuring PeopleSoft Contracts for Government Contracting

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## Understanding PeopleSoft Contracts Structure for Government Contracting

Government contracts functionality relies on the PeopleSoft Contracts core structure to support its features and processing. Whether you are managing only government contracts or both government and non-government contracts, you must first set up your PeopleSoft Contracts core structure and then setup any additional underlying structural requirements for government contract processing to utilize the features and functions of your PeopleSoft Contracts system. For setting up additional PeopleSoft Contracts features that are shared by other applications, see *PeopleSoft Application Fundamentals* documentation.

---

**Note:** All tables and setup specific to PeopleSoft Contracts are discussed in the *PeopleSoft Contracts* documentation.

---

See “Understanding Contract Structure” (PeopleSoft Contracts).

This section provides overviews for:

- Rate-based pricing.
- PeopleSoft Contracts core structure.
- Products.
- Contract classifications.

## Understanding Rate-Based Pricing

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. When defining a rate set, you assign a rate definition type of *Billing*, *Cost*, *Cost/Billing*, or *Revenue*.

## Understanding PeopleSoft Contracts Core Structure

Setting up your PeopleSoft Contracts core structure includes setting up any control tables, business units, accounting structure, products, installation defaults, and so on that support the processing and management of your contracts, billing, and revenue generation.

This section identifies the required setup for general processing of a government contract. Additional required setup for a specific government contracts sub-features is covered in the remaining government contracts sections of this documentation.

| <b>Setup Task</b>                                           | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Reference</b>                                                        |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Define installation level setting for PeopleSoft Contracts. | <p>To set up your processing settings at the overall system level, you must define your options on the Installation Options-Contracts page. You can define processing settings for the accounting date that is used for revenue recognition, limit processing, and forecasting.</p> <p>For rate-based contract lines that are assigned to the cost-plus fee type, you can indicate if you want to process limits in a summarized form. This option controls if the summary limits and public voucher number (PVN) fields, links, and pages are available for use.</p> | See “Installation Options - Contracts Page” (Application Fundamentals). |
| Define PeopleSoft Contracts business units.                 | <p>PeopleSoft Contracts business units are identification codes that represent a high-level organization of business information.</p> <p>PeopleSoft Contracts, accounting rules, fees, rates and progress payment settings are all defined by the contracts business unit.</p>                                                                                                                                                                                                                                                                                        | See <a href="#">Understanding Contracts Business Units</a> .            |
| Define accounting distributions.                            | <p>Accounting distributions enable the system to create accounting entries for amount-based contract lines.</p> <p>Valid contract asset, and contract liability (optional) account distribution codes must be assigned to contract lines before the contract can be activated, bills can be generated, and revenue can be processed for amount-based contract lines, prepaids, and progress payment amounts.</p>                                                                                                                                                      | See “Fixed-Amount Contract Lines” (PeopleSoft Contracts).               |

| <b>Setup Task</b>         | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Reference</b>                                                                                                                           |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Define accounting rules.  | <p>Accounting rules enable the system to create accounting entries for rate-based contract lines and rate-based contract lines that are assigned to fee types (cost-plus).</p> <p>Valid contract asset and revenue accounting distributions must be defined, and assigned to the accounting rules before bills can be generated and revenue can be processed for rate-based contract lines and rate-based contract lines that are associated with fee types (cost-plus).</p> <hr/> <p><b>Note:</b> If you have contracts that separate billing and revenue, then the system uses the PSRV2 analysis type when processing revenue accounting entries for rate-based contract lines. Therefore, in addition to defining accounting rules used for bill processing, you must also define a separate accounting rule for revenue (REV) to generate revenue accounting entries.</p> <hr/> | <p>See “Rate-based Contract Lines” (PeopleSoft Contracts).</p> <p>See <a href="#">Cost-Plus Contract Line Accounting Distribution</a>.</p> |
| Define contract statuses. | <p>Contract statuses provide a visual indicator of where the contract is within the contract life cycle and designates when a contract is available for look-up and processing.</p> <p>Contract statuses are user-defined and are associated with a processing status that controls the contract's eligibility for processing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | See “Defining Contract Statuses” (PeopleSoft Contracts).                                                                                   |
| Define contract types.    | Contract types enable you to define categories for your contracts for reporting purposes. If you are using contract milestones, you can also use contract types to limit the types of contracts in which you can use a specific milestone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | See “Defining Contract Types” (PeopleSoft Contracts).                                                                                      |

| <b>Setup Task</b>                                     | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Reference</b>                                                                                                       |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Define billing and revenue plan templates (optional). | <p>Billing and revenue plan templates enable you to automate billing and revenue plan setup. Billing plans are required and are used to process bills for contract line items, fees and progress payments requests.</p> <p>Revenue plans are required to process revenue accounting entries for contract line items and fees.</p> <p>If you do not define billing or revenue plan templates, then you must manually set up billing and revenue plans for your contract lines and progress payments requests before you can process bills and recognize revenue.</p> | See “Defining Revenue and Billing Plan Templates” (PeopleSoft Contracts).                                              |
| Define billing plan detail templates (optional).      | Billing plan detail templates enable you to automatically override the billing defaults that are defined for a contracts billing business unit and contract header.                                                                                                                                                                                                                                                                                                                                                                                                 | See “Defining Billing Plan Detail Templates” (PeopleSoft Contracts).                                                   |
| Define billing summarization templates (optional).    | Summarization templates enable you to define criteria that the system can use to summarize billing plan lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | See “Defining Billing Summarization Templates” (PeopleSoft Contracts).                                                 |
| Define legal entities.                                | Legal entities are used in PeopleSoft Contracts to track the legal entity within your company who signs a particular contract.                                                                                                                                                                                                                                                                                                                                                                                                                                      | See “Defining Legal Entities” (PeopleSoft Contracts).                                                                  |
| Define milestones (optional).                         | <p>Milestones can control the timing of billing and revenue recognition processing for amount-based contract lines, incentive and award fees.</p> <p>Setting up milestones can include defining milestone classifications, milestone templates, and custom SQL statements to use for milestone conditions.</p>                                                                                                                                                                                                                                                      | See “Defining Milestones” (PeopleSoft Contracts).                                                                      |
| Define amendment types.                               | <p>Any changes to an active contract's products, terms, or conditions is controlled by amendment processing.</p> <p>Amendment types enable you to define classifications of modifications that can be made to an active contract.</p>                                                                                                                                                                                                                                                                                                                               | <p>See “Understanding Amendments” (PeopleSoft Contracts).</p> <p>See “Amendment Type Page” (PeopleSoft Contracts).</p> |

| <b>Setup Task</b>                                                | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Reference</b>                                                                                              |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Define amendment reasons.                                        | Amendment reasons enable you to define quick explanations as to why an amendment is performed.                                                                                                                                                                                                                                                                                                                                                                                    | See “Amendment Reason Page” (PeopleSoft Contracts).                                                           |
| Define email notification workflow and support teams (optional). | Support teams represent key personnel in your organization that are involved in the contract life cycle. You can set up email notification and workflow so that specific support team members are notified when the status of a particular contract changes.                                                                                                                                                                                                                      | See “Defining Email Notifications” (PeopleSoft Contracts).                                                    |
| Define products.                                                 | <p>You must define the products that represent the good and services that you deliver in your contracts, including the specification of PeopleSoft Contracts attributes. Once defined, you add these products to your contract lines. Contract lines are the basis for your billing and revenue recognition activities.</p> <p>Only amount and rate-based products can be associated with government contracts. Renewable products are not eligible for government contracts.</p> | See <a href="#">Understanding Products</a> .                                                                  |
| Define rate sets and rate plans.                                 | <p>Rate sets enable you to define markups and rates per hour (or another unit of measure) to create cost, billing and revenue on your rate-based contract lines.</p> <p>Rate plans enable you to bundle multiple rate sets together to define a sequence of costing and rate applications that enable the system to calculate both your direct and indirect costs.</p>                                                                                                            | <p>See “Rate Setup” (PeopleSoft Contracts).</p> <p>See <a href="#">Pricing Rate-Based Contract Lines</a>.</p> |

## Understanding Products

Your core contractual obligations are the products and services that you provide to your customer. Before you can bill or recognize revenue for your contract, you must define a standard set of products, associate any attributes such as pricing structure and accounting information, and then add them to your contract.

You can only add amount or rate-based type products to government contract lines. Amount and rate-based products are associated with a price type of *Amount* or *Rate*, respectively. Your government contracts may contain either type of product, or a combination of both of these product types. Similar to PeopleSoft Contracts core functionality, certain government contracting sub-features are designed specifically for amount-based contract lines, such as progress payments, while other sub-features are designed specifically for rate-based contract lines, such as cost-plus, and withholding.

The following table identifies the product type and the government contracting features that are specific for that product type:

| <b><i>Product Type</i></b> | <b><i>Government Contracting Feature</i></b>                                                                                                                       |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amount-based products      | <ul style="list-style-type: none"><li>• Progress payments processing</li><li>• Milestones</li></ul>                                                                |
| Rate-based products        | <ul style="list-style-type: none"><li>• Prepaid processing</li><li>• Cost-plus functionality</li><li>• Withholding management</li><li>• Limit management</li></ul> |

### **Related Links**

“Understanding Products and Product Groups” (PeopleSoft Contracts)

## **Understanding Contract Classifications**

The **Contract Classification** field is used to distinguish government contracts from other types of contracts that you may manage. PeopleSoft Contracts supports the following contract classifications:

- Federal Reimbursable Agreement
- Government
- Internal
- Standard

Contract classifications appear on the contract header and are associated with specific attributes and functionality. To take advantage of the features and functions that are available for government contracts, you must install the PeopleSoft Contracts, Project Costing and Billing applications, and select the contract classification of government.

### **Related Links**

“Contract Classifications” (PeopleSoft Contracts)

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## **Defining PeopleSoft Contracts Business Units**

This section provides an overview of PeopleSoft Contracts business units and discusses how to define PeopleSoft Contracts business units.

## Pages Used to Establish Contracts Business Units

| <i><b>Page Name</b></i>                                     | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Contracts Definition - Business Unit Definition Page</u> | BUS_UNIT_TBL_CA               | Create a new business unit definition or modify an existing one for your government contracts.                                                                                                                                                                                                                                                                                                                                   |
| <u>Contracts Definition - Defaults Page</u>                 | BUS_UNIT_TBL_CA1              | Specify field value defaults that the system uses to automatically populate fields on the contract for contract processing and management.                                                                                                                                                                                                                                                                                       |
| <u>Contracts Definition - Processing Options Page</u>       | BUS_UNIT_TBL_CA2              | Define processing attributes to incorporate flexibility and automation in your Contracts system when managing revenue or performing billing and revenue credits and adjustments.                                                                                                                                                                                                                                                 |
| <u>Contracts Definition - Fee Definition Page</u>           | CA_BU_FEE_DEF                 | You must associate cost-reimbursable (cost-plus) contract lines with a fee type for the rate-based contract line to have cost-plus functionality. Contracts support the fee types of Fixed, Award, Incentive and Other. You must define each fee type and its associated attributes at the business unit level. The fee type definition is used by the system to calculate the appropriate fees for the cost-plus contract line. |
| <u>Excess/Reclaim Definitions Page</u>                      | CA_BU_XS_DEF                  | Define Contracts business units excess and reclaimed definitions. This page is available only if the <b>Summ. Limit for Govt Contracts</b> (summary limit for government contracts) option is selected on the Installation Options - Contracts page.                                                                                                                                                                             |

## Understanding Contracts Business Units

PeopleSoft Contracts business units represent an operational subset of your business organization. Whether you work exclusively with government funded contracts or with a combination of government and non-government contracts, the PeopleSoft Contracts business unit is the backbone of the contracts system and must be defined before you can create or manage any of your contracts. Most of the configuration for the contracts business unit impacts both government and standard contracts similarly. However there is certain configuration that specifically applies to government contracts.

To define PeopleSoft Contracts business units for your government contracts, use the Contracts Definition component (BUS\_UNIT\_TBL\_CA).

Related Links

“Establishing PeopleSoft Contracts Business Units” (PeopleSoft Contracts)

Contracts Definition - Business Unit Definition Page

Use the BU Definition (Business Unit Definition) page (BUS\_UNIT\_TBL\_CA) to create a new business unit definition or modify an existing one.

Navigation:

Set Up Financials/Supply Chain > Business Unit Related > Contracts > Contracts 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.

BU Definition

Defaults

Processing Options

Fee Definition

Business Unit

US001

Description

US001 NEW YORK OPERATIONS

Short Desc

US001

Integration

GL Unit

US001

US001 NEW YORK OPERATIONS

OM Unit

US001

US001 NEW YORK OPERATIONS

BI Unit

US001

US001 NEW YORK OPERATIONS

Currency

Currency Code

USD

Rate Type

CRRNT

Security

☐ Enforce Contract Status Security

☒ Delete Internal Notes

☒ Update Internal Notes

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                             |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Unit    | When you first add a business unit, you must provide a description and specify a value in the <b>Default SetID</b> field. Clicking the <b>Create BU</b> button adds the PeopleSoft Contracts business unit to the system tables, displays additional fields that must be completed and hides the <b>Create BU</b> button after the process is complete. |



## Integration

| <b>Field or Control</b>                           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GL Unit</b> (PeopleSoft General Ledger Unit)   | Associate each PeopleSoft Contracts business unit with a 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. After you create government contracts using this business unit, the general ledger business unit should not be modified or your ledgers might become out of sync. |
| <b>OM Unit</b> (PeopleSoft Order Management Unit) | Select a default PeopleSoft Order Management business unit for contracts that are 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                                                                                                                                                                                                                                                      |
| <b>BI Unit</b> (Billing Unit)                     | Select a default PeopleSoft Billing business unit for contracts that are 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

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                            |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Currency Code</b>    | Select a default currency for contracts that are created using this business unit.                                                                                                                            |
| <b>Rate Type</b>        | Select the group of exchange rates that are 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

| <b><i>Field or Control</i></b>          | <b><i>Description</i></b>                                                                                                                                                |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enforce Contract Status Security</b> | 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. |
| <b>Delete Internal Notes</b>            | Select to enable users to delete internal notes.                                                                                                                         |
| <b>Update Internal Notes</b>            | Select to enable users to update internal notes.                                                                                                                         |

## Contracts Definition - Defaults Page

Use the 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 > Contracts 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 | Excess / Reclaim Definitions |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------|----------------|------------------------------|
| Business Unit US001                                                                                                                                                                             |          | US001 NEW YORK OPERATIONS |                |                              |
| <b>Contract</b>                                                                                                                                                                                 |          |                           |                |                              |
| Contract Admin <input type="text" value="Angelini,Gina"/>                                                                                                                                       |          |                           |                |                              |
| Contract Type <input type="text" value="COMMERCIAL"/> Commercial Construction                                                                                                                   |          |                           |                |                              |
| Dist Rule Code <input type="text" value="CONTRACTS"/> Contracts Distribution Rule                                                                                                               |          |                           |                |                              |
| Contract Asset <input type="text" value="AR-UNBILL"/> Unbilled Accounts Receivable                                                                                                              |          |                           |                |                              |
| Legal Entity <input type="text" value="USLE1"/> US Legal Entity                                                                                                                                 |          |                           |                |                              |
| Contract Role <input type="text"/>                                                                                                                                                              |          |                           |                |                              |
| Revenue Profile <input type="text" value="HIGH_NORTH"/> High Tier - Northern Territory                                                                                                          |          |                           |                |                              |
| <input type="checkbox"/> Separate Fixed Billing and Revenue<br><input checked="" type="checkbox"/> Separate As Incurred Billing and Revenue<br><input type="checkbox"/> Use Project ChartFields |          |                           |                |                              |
| <b>Billing Plan</b>                                                                                                                                                                             |          |                           |                |                              |
| Bill Type <input type="text" value="CA"/> CONTRACTS                                                                                                                                             |          |                           |                |                              |
| Bill Source <input type="text" value="CONTRACTS"/> Contracts                                                                                                                                    |          |                           |                |                              |
| <b>Taxes</b>                                                                                                                                                                                    |          |                           |                |                              |
| Ship From <input type="text" value="US001"/> USA - New York                                                                                                                                     |          |                           |                |                              |
| <b>Prepays</b>                                                                                                                                                                                  |          |                           |                |                              |
| Prepaid Tax Timing <input type="text"/>                                                                                                                                                         |          |                           |                |                              |
| Billing Plan Template <input type="text"/>                                                                                                                                                      |          |                           |                |                              |
| Bill Plan Detail Template ID <input type="text"/>                                                                                                                                               |          |                           |                |                              |
| Contract Liability <input type="text"/>                                                                                                                                                         |          |                           |                |                              |
| <input type="checkbox"/> Utilize Against all Lines                                                                                                                                              |          |                           |                |                              |
| <b>Progress Payment Rates</b>                                                                                                                                                                   |          |                           |                |                              |
| Progress Payment Rate <input type="text"/> %                                                                                                                                                    |          |                           |                |                              |
| Liquidation rate <input type="text"/> %                                                                                                                                                         |          |                           |                |                              |
| <b>PVN Generation Level</b>                                                                                                                                                                     |          |                           |                |                              |
| PVN Generation Level <input type="text"/>                                                                                                                                                       |          |                           |                |                              |
| <b>Contracts Workbench Template</b>                                                                                                                                                             |          |                           |                |                              |
| Workbench Template ID <input type="text" value="CONTRACTS"/> CONTRACTS                                                                                                                          |          |                           |                |                              |

## Contract

| Field or Control                               | Description                                                                 |
|------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Contract Admin</b> (Contract Administrator) | Select a default contract administrator to associate to this business unit. |

| <b>Field or Control</b>                        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Type</b>                           | Select a default contract type to categorize your contracts for reporting purposes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Dist Rule Code</b> (Distribution Rule Code) | <p>Select a default distribution rule code to associate to the PeopleSoft Contracts business unit. Distribution rules identify the distribution accounting that the system associates with an amount-based contract line.</p> <p>The distribution rule code identifies the distribution rules to use for a particular product when the product is selected for the contract within this PeopleSoft Contracts business unit. You can define any number of combination criteria and hierarchy for the distribution rules. These rules identify the accounting distribution sets and determine in what order to apply them.</p> |
| <b>Contract Asset</b>                          | When revenue is managed from PeopleSoft Contracts, revenue is recorded to a contract asset account. When billing occurs, PeopleSoft Billing generates an offsetting entry. The system uses the contract asset account that are defined at the business unit level as the high-level default value for every contract that is created under this business unit.                                                                                                                                                                                                                                                               |
| <b>Legal Entity</b>                            | Select a default legal entity to appear by default for contracts created using this business unit. While this legal entity is not directly linked to the legal entity in PeopleSoft General Ledger, this field enables you to capture your organization's legal entity that enters into a contractual agreement with the customer.                                                                                                                                                                                                                                                                                           |
| <b>Revenue Profile</b>                         | Select a default revenue profile from the available values in the prompt list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Billing Plan

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                               |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bill Type</b>        | Select a default bill type for contracts that are created under this PeopleSoft Contracts business unit. The bill type represents the category of activity that is being billed. |
| <b>Bill Source</b>      | Select to enable PeopleSoft Billing to identify from where the billing activity came and then to associate default billing information with that billing activity.               |

## Taxes

| <b>Field or Control</b>   | <b>Description</b>                                                                                                                                                                                                                                                             |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ship From</b>          | Select from location codes that are defined on the Location Definition page. This value is a default for each contract but can be overridden on the billing plan.                                                                                                              |
| <b>Prepaid Tax Timing</b> | Select the timing of when prepaids are taxed. Select from <i>Tax on Initial Bill</i> or <i>Tax on Utilization</i> . 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. |

## 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.

| <b>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Prepaid Tax Timing</b>        | Select the timing of when prepaids are taxed. Select from <i>Tax on Initial Bill</i> or <i>Tax on Utilization</i> . 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.                                                                                                                            |
| <b>Billing Plan Template</b>     | Select a billing plan template to associate with the prepaid contract line. The billing plan template automates the creation of the billing plan.                                                                                                                                                                                                                                                         |
| <b>Bill Plan Detail Template</b> | <p>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.</p> <hr/> <p><b>Note:</b> If you want to select a billing plan detail template, you must also select a value in the <b>Billing Plan Template</b> field.</p> <hr/> |

| <b>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                                                                   |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Liability</b>        | 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.               |
| <b>Utilize Against All Lines</b> | <p>Select this check box to apply the prepaid towards all contract lines.</p> <hr/> <p><b>Note:</b> If you want to apply the prepaid against a specific contract line, you must enter the contract line manually in the Prepaid component.</p> <hr/> |

## Progress Payment Rates

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                    |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Progress Payment Rate</b> | Enter the progress payment rate percentage as defined by the Federal Acquisition Regulations (FAR). This value appears by default on the Progress Payment Terms - General page and can be overridden at the progress payment terms level.             |
| <b>Liquidation Rate</b>      | Enter the progress payment liquidation rate percentage as defined by the Federal Acquisition Regulations (FAR). This value appears by default on the Progress Payment Terms - General page and can be overridden at the progress payment terms level. |

## PVN Generation Level

This group box is used to determine the public voucher number generation level for the business unit.

This group box appears only when the **Summ. Limit for Govt Contracts** (summary limit for government contracts) check box is selected on the Installation Options - Contracts page.

| <b>Field or Control</b>                                     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PVN Generation Level public voucher number generation level | <p>Select an option that determines the PVN generation level for the business unit. This option indicates the fields that are required to create a PVN. The PVN generation level is passed to PeopleSoft Billing. PeopleSoft Billing can use the PVN generation level that is passed from PeopleSoft Contracts, or override it. The PVN is printed on billing invoices.</p> <p>This option appears as a default and can be overridden on the contract header. Selecting a different option at the contract header level overrides the option selected for the business unit.</p> <ul style="list-style-type: none"> <li>• <i>Contract Number</i> for contract number.</li> <li>• <i>Contract Number/Contract Line</i> for contract number and contract line number.</li> <li>• <i>Contract Number/Project</i> for contract number and project ID.</li> </ul> |

## Contracts Definition - Processing Options Page

Use the Processing Options page (BUS\_UNIT\_TBL\_CA2) to define processing attributes to incorporate flexibility and automation in your 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.

|                                                                                                                                                                                                                                                            |                          |                                                                                                                  |                                |                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------|
| <a href="#">BU Definition</a>                                                                                                                                                                                                                              | <a href="#">Defaults</a> | <a href="#">Processing Options</a>                                                                               | <a href="#">Fee Definition</a> |  |
| <b>Business Unit</b> US001                                                                                                                                                                                                                                 |                          | US001 NEW YORK OPERATIONS                                                                                        |                                |                                                                                     |
| <b>Revenue Management Options</b>                                                                                                                                                                                                                          |                          |                                                                                                                  |                                |                                                                                     |
| <input type="checkbox"/> Share Bundling Attributes<br><input checked="" type="checkbox"/> Contract Liability Override<br><input checked="" type="checkbox"/> Revenue Recognition Method Override<br><input type="checkbox"/> Revenue Convergence Completed |                          |                                                                                                                  |                                |                                                                                     |
| <b>Chartfield Editing - TBP</b>                                                                                                                                                                                                                            |                          |                                                                                                                  |                                |                                                                                     |
| <input type="checkbox"/> Edit Combinations                                                                                                                                                                                                                 |                          |                                                                                                                  |                                |                                                                                     |
| <b>Proration Options</b>                                                                                                                                                                                                                                   |                          |                                                                                                                  |                                |                                                                                     |
| <b>Proration Method</b>                                                                                                                                                                                                                                    |                          | By Days Within Range ▼                                                                                           |                                |                                                                                     |
| <b>Future Period Accounting Dates</b>                                                                                                                                                                                                                      |                          | Last Day in Accounting Period ▼                                                                                  |                                |                                                                                     |
| <b>On Demand Options</b>                                                                                                                                                                                                                                   |                          |                                                                                                                  |                                |                                                                                     |
| <b>Bill Plan Detail Template ID</b>                                                                                                                                                                                                                        |                          | <input type="text"/>           |                                |                                                                                     |
| <b>Renewal Options</b>                                                                                                                                                                                                                                     |                          |                                                                                                                  |                                |                                                                                     |
| <b>Review Timing</b>                                                                                                                                                                                                                                       |                          | <input type="text" value="0"/> Days<br><input type="radio"/> Control<br><input checked="" type="radio"/> Default |                                |                                                                                     |
| <b>Line Amendment Default Options</b>                                                                                                                                                                                                                      |                          |                                                                                                                  |                                |                                                                                     |
| <input checked="" type="checkbox"/> Change Billing Retroactively<br><input checked="" type="checkbox"/> Change Revenue Retroactively                                                                                                                       |                          |                                                                                                                  |                                |                                                                                     |

## 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. |



| <b>Field or Control</b>                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Liability Override</b>         | <p>Select the Contract Liability Override check box to indicate whether a user can override the contract liability option on the contract line. The contract liability option can be selected at the product group option level to automatically populate the contract liability settings on a contract line when a product that is associated with that product group option is added to the contract.</p> <hr/> <p><b>Note:</b> The contract liability feature only applies to amount-based contract lines. After a contract is in <i>Active</i> processing status, you cannot modify the contract liability options for the contract line. Instead, you must make any modifications using amendment processing.</p> <hr/> |
| <b>Revenue Recognition Method Override</b> | <p>Select this override check box to indicate whether a user can override the revenue recognition method on a contract line. Revenue recognition methods dictate the type of revenue recognition plan or template that can be associated with a contract line.</p> <p>The contract line can inherit its revenue recognition method from the product definition. When this override check box is not selected, the system processes the revenue for the contract line using the default revenue recognition method.</p>                                                                                                                                                                                                       |
| <b>Edit Combinations</b>                   | <p>Select the Edit Combinations check box if you want the Accounting Rules Process (PSA_ACCTGGL) to run the combination edit process for transactions that are processed by the Transaction Billing Processor.</p> <hr/> <p><b>Note:</b> The Edit Combinations feature is only used by the Transaction Billing Processor. Government contracts do not use this feature.</p> <hr/>                                                                                                                                                                                                                                                                                                                                            |

## Proration Options

| <b>Field or Control</b>               | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proration Method</b>               | <p>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:</p> <ul style="list-style-type: none"> <li>• <i>By Days Within Range:</i> The system divides the number of days in the period by the number of days that are specified in the apportionment date range.</li> <li>• <i>Evenly Using All Pds:</i> The system divides the total amount by the number of periods in the apportionment date range. Revenue is recognized in equal portions for each event, regardless of the number of days in each period.</li> </ul>                                                                          |
| <b>Future Period Accounting Dates</b> | <p>Select the date to use as the accounting date for apportionment revenue recognition events. Select from:</p> <ul style="list-style-type: none"> <li>• <i>First Day in Accounting Period:</i> Select this option to use the first day in the calendar month of the <i>from date</i> as the accounting date for the apportionment revenue recognition events.</li> <li>• <i>Last Day in Accounting Period:</i> Select this option to use the last day in the calendar month of the <i>to date</i> as the accounting date for the apportionment revenue recognition events.</li> <li>• <i>User Defined:</i> Select this option to define the accounting date each time the system builds apportionment events.</li> </ul> |

## On Demand Options

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                              |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bill Plan Detail Template ID</b> | <p>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.</p> |

**Note:** The On Demand Options feature is used by the Transaction Billing Processor for PeopleSoft Lease Administration and PeopleSoft Customer Relationship Management. Government contracts do not use this option.

## Renewal Options

| <i>Field or Control</i> | <i>Description</i>                                                                                                                                                                                                                                                                                 |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Review Timing</b>    | Enter a value in <i>days</i> . 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. |
| <b>Control</b>          | Select the Control option to enable users to override the <b>Review Timing Days</b> field on the Review Renewals page with a value that is greater than or equal to the value that is entered in the <b>Review Timing</b> field.                                                                   |
| <b>Default</b>          | Select the Default option to enable users to override the <b>Review Timing Days</b> field on the Review Renewals page with a value that is less than, greater than, or equal to the value that is entered in the <b>Review Timing</b> field.                                                       |

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**Note:** The Renewal Options feature is not used by government contracts.

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## Line Amendment Default Options

| <i>Field or Control</i>             | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Change Billing Retroactively</b> | <p>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.</p> <p>The option that is selected at the business unit level can be overridden at the contract line level.</p> <p>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.</p>    |
| <b>Change Revenue Retroactively</b> | <p>Select this option to enable the system to adjust revenue events retroactively when a contract line is cancelled or if the contract line amount is modified during amendment processing.</p> <p>The option that is selected at the business unit level can be overridden at the contract line level.</p> <p>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.</p> |

**Note:** Line Amendment Default Options only apply to amount-based contract lines. These options can be selected independently of one another.

## Contracts Definition - Fee Definition Page

Use the Fee Definition page (CA\_BU\_FEE\_DEF) to you must associate cost-reimbursable (cost-plus) contract lines with a fee type for the rate-based contract line to have cost-plus functionality.

Contracts support the fee types of Fixed, Award, Incentive and Other. You must define each fee type and its associated attributes at the business unit level. The fee type definition is used by the system to calculate the appropriate fees for the cost-plus contract line.

Navigation:

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

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

For cost reimbursable contract lines, an organization must be able to calculate direct costs, indirect costs, and fees, and report these calculations to the government to receive proper payment for their services. Contracts enables organizations to calculate and track these costs using the cost-plus functionality associated with government contracts.

To calculate fees, you must first set up the fee definitions at the business unit level. Once defined, you must associate a fee type to the rate-based contract line to enable cost-plus functionality. The system uses the fee definition to calculate appropriate fees for the contract line.

Only one fee definition can be set up for each fee type that is defined for a business unit. Multiple fee types can be associated with a singular contract, but only one fee type can be assigned to a singular contract line.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fee Type</b>         | <p>Select the fee type for which you will define fee calculation criteria. You must set up fee definitions for every fee type that will be associated to cost-plus contract lines on contracts that were created under the business unit. Contracts supports the following four fee types:</p> <ul style="list-style-type: none"> <li>• <i>Award Fee</i>: Represents a percentage of total costs that are calculated using a base fee percentage, plus an additional award fee. The contractor can earn the award fee if certain contract deliverables are met or if work is completed by a specific date. The government determines whether all, a portion, or no award fee is awarded to a contractor based on their performance.</li> <li>• <i>Fixed Fee</i>: Represents a percentage of total costs that are calculated and applied on top of the total costs incurred. This amount is determined by an agreement between the contractor and the government and is recognized as profit for the contractor when completing a service or product for the government.</li> <li>• <i>Incentive Fee</i>: Represents a calculation of fees using cost over-run and under-run percentages as determined by the government, as well as, target, minimum, and maximum fee amounts. The incentive fee amount that is awarded depends on the contractor's performance of the contract and whether their costs fall within the cost over-run and under-run criteria that is agreed upon with the government.</li> <li>• <i>Other Fee</i>: Represents a fee that is not associated with any special attributes. Fees in this category are calculated based on a captured amount and user-defined billing and revenue fee limits.</li> </ul> <p><b>Note:</b> Fee definitions for billing should always be entered. Also enter fee definitions for revenue if you plan to separate billing and revenue on any contracts.</p> |

## Calculation Basis

| <b>Field or Control</b>                            | <b>Description</b>                                                                                                                                                                     |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BIL Analysis Group</b> (Billing Analysis Group) | <p>Select the billing analysis group that contains the transaction analysis types that are included in the billing fee calculations.</p> <p><b>Note:</b> This is a required field.</p> |
| <b>REV Analysis Group</b> (Revenue Analysis Group) | <p>Select the revenue analysis group that contains the transaction analysis types that are included in the revenue fee calculations.</p>                                               |

## Billing Target Fee Attributes

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Analysis Type</b>    | <p>Select the analysis type to stamp on the target billing fee rows that are created from the billing fee worksheets. The billing target fee attributes analysis types identify rows for bill processing for the contract lines.</p> <hr/> <p><b>Note:</b> The analysis type selected must be associated with the PSWKS analysis group in PeopleSoft Project Costing. This is a required field.</p> <hr/>                                                                                                 |
| <b>Source Type</b>      | <p>Select the source type to stamp on the target billing fee rows that are created from the billing fee worksheets.</p> <hr/> <p><b>Note:</b> Only one source type can be selected for the target billing fee row. This is a required field.</p> <hr/>                                                                                                                                                                                                                                                    |
| <b>Category</b>         | <p>Select the category to stamp on the target billing fee rows that are created from the billing fee worksheets. Specifying a category is optional, but enables you to further identify the billing fee row that is created. For example, you can identify billing fee rows for fixed fees as <i>CPFF</i> (Cost-Plus Fixed Fee).</p> <p>Only one category can be selected for the target billing fee row. Only categories that were previously defined in PeopleSoft Project Costing can be selected.</p> |
| <b>Subcategory</b>      | <p>Select the subcategory to stamp on the target billing fee rows that are created from the billing fee worksheets. Specifying a subcategory is optional, but enables you to further identify the billing fee row that is being created.</p> <p>Only one subcategory can be selected for the target billing fee row. Only subcategories that were previously defined in PeopleSoft Project Costing can be selected.</p>                                                                                   |

## Revenue Target Fee Attributes

The data that you enter in this section stamps the target revenue fee rows that are created by fee processing.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Analysis Type</b>    | <p>Select the analysis type to stamp on the target revenue fee rows that are created from the revenue fee worksheets.</p> <p>Revenue target fee attribute analysis types identify rows for revenue recognition processing for the contract lines.</p> <hr/> <p><b>Note:</b> The analysis type that you select must be associated with the PSRV2 analysis group in PeopleSoft Project Costing. This is a required field.</p> <hr/>                                                                                |
| <b>Source Type</b>      | <p>Select the source type to stamp on the target revenue fee rows that are created from the revenue fee worksheets.</p> <hr/> <p><b>Note:</b> Only one source type can be selected for the target revenue fee row. This is a required field.</p> <hr/>                                                                                                                                                                                                                                                           |
| <b>Category</b>         | <p>Select the category to stamp on the target revenue fee rows that are created from the revenue fee worksheets. Specifying a category is optional, but enables you to further identify the revenue fee row that are being created. For example, you can identify revenue fee rows for fixed fees as <i>CPFF</i> (Cost-Plus Fixed Fee).</p> <p>Only one category can be selected for the target revenue fee row. Only categories that were previously defined in PeopleSoft Project Costing can be selected.</p> |
| <b>Subcategory</b>      | <p>Select the subcategory to stamp on the target revenue fee rows that are created from the revenue fee worksheets. Specifying a subcategory is optional, but enables you to further identify the revenue fee row that is being created.</p> <p>Only one subcategory can be selected for the target revenue fee row. Only subcategories that were previously defined in PeopleSoft Project Costing can be selected.</p>                                                                                          |

## Transaction Exclusions

| <i>Field or Control</i> | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source Type</b>      | <p>Select the PeopleSoft Project Costing ChartField source types that you want to fully exclude in the fee calculations for the fee type defined under the PeopleSoft Contracts business unit. You can exclude as many source types as needed, but you cannot use a wildcard in this field. The system cannot calculate billing or revenue fees when you use a wildcard.</p> <hr/> <p><b>Note:</b> The system will exclude any source types that are selected on this page from both billing and revenue fee calculations.</p> <hr/> |

## Excess/Reclaim Definitions Page

Use the Excess/Reclaim Definitions page (CA\_BU\_XS\_DEF) to define Contracts business units excess and reclaimed definitions.

This page is available only if the Summ. Limit for Govt Contracts (summary limit for government contracts) option is selected on the Installation Options - Contracts page.

Navigation:

**Set Up Financials/Supply Chain > Business Unit Related > Contracts > Contracts Definition > Excess/Reclaim Definitions**



This example illustrates the fields and controls on the Excess/Reclaim Definitions page (1 of 3). You can find definitions for the fields and controls later on this page.

|               |          |                    |                |                              |
|---------------|----------|--------------------|----------------|------------------------------|
| BU Definition | Defaults | Processing Options | Fee Definition | Excess / Reclaim Definitions |
|---------------|----------|--------------------|----------------|------------------------------|

Business Unit US001 US001 NEW YORK OPERATIONS

Target Excess/Reclaim Definition Find | View 1 First 1-8 of 8 Last

Target Excess/Reclaim Type

Target Excess Attributes

Source Type

Category

Subcategory

Target Excess/Reclaim Type

Target Excess Attributes

Source Type

Category

Subcategory

This example illustrates the fields and controls on the Excess/Reclaim Definitions page (2 of 3). You can find definitions for the fields and controls later on this page.

|                                                                                                                                                     |                                                                                                        |                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Target Excess/Reclaim Type <span>Bil Txn Level Reclaimed</span>  |                                                                                                        |   |
| <b>Target Excess Attributes</b>                                                                                                                     |                                                                                                        |                                                                                                                                                                         |
| Source Type                                                                                                                                         | <span>SFRCL</span>    |                                                                                                                                                                         |
| Category                                                                                                                                            | <input type="text"/>  |                                                                                                                                                                         |
| Subcategory                                                                                                                                         | <input type="text"/>  |                                                                                                                                                                         |

---

|                                                                                                                                                  |                                                                                                        |                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Target Excess/Reclaim Type <span>Bil Txn Level Excess</span>  |                                                                                                        |   |
| <b>Target Excess Attributes</b>                                                                                                                  |                                                                                                        |                                                                                                                                                                         |
| Source Type                                                                                                                                      | <span>SFEXS</span>    |                                                                                                                                                                         |
| Category                                                                                                                                         | <input type="text"/>  |                                                                                                                                                                         |
| Subcategory                                                                                                                                      | <input type="text"/>  |                                                                                                                                                                         |

---

|                                                                                                                                                      |                                                                                                          |                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Target Excess/Reclaim Type <span>Rev Line Level Reclaimed</span>  |                                                                                                          |   |
| <b>Target Excess Attributes</b>                                                                                                                      |                                                                                                          |                                                                                                                                                                         |
| Source Type                                                                                                                                          | <span>SFRCL</span>    |                                                                                                                                                                         |
| Category                                                                                                                                             | <input type="text"/>  |                                                                                                                                                                         |
| Subcategory                                                                                                                                          | <input type="text"/>  |                                                                                                                                                                         |

This example illustrates the fields and controls on the Excess/Reclaim Definitions page (3 of 3). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Excess/Reclaim Definitions' page, specifically the third of three sections. Each section is a form for defining a 'Target Excess/Reclaim Type'. The first section is titled 'Rev Line Level Excess', the second 'Rev Txn Level Reclaimed', and the third 'Rev Txn Level Excess'. Each section contains a 'Target Excess Attributes' box with three fields: 'Source Type', 'Category', and 'Subcategory'. The 'Source Type' field is populated with 'SFEXS' in the first and third sections, and 'SFRCL' in the second. The 'Category' and 'Subcategory' fields are empty in all sections. Each section also has a '+' and '-' button in the top right corner.

Use this page to determine the resource type (source type), category, and subcategory values when excess rows and reclaimed rows are written to the PROJ\_RESOURCE table. These values help you to differentiate regular bill lines from excess bill lines in the PROJ\_RESOURCE table.

You can define these values for bill (BIL) and for revenue (REV) rows, for transaction level and for line level rows, and for amount in excess and for reclaimed amount in excess rows. Therefore, there is a combination of these three options in the **Target Excess Type for GC** field.

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**Note:** This page is available only when the **Summ Limit for Govt Contracts** (summary limit for government contracts) option is selected on the Installation Options - Contracts page.

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| <b>Field or Control</b>                                                        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Target Excess Type for GC</b> (target excess type for government contracts) | <p>Select the target excess type from a government contract that has excess amounts.</p> <ul style="list-style-type: none"> <li>• <b>Bil Ln Lvl Amount in Xs</b> (bill line level amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the <i>amount that exceeds</i> line level limits for bill lines.</li> <li>• <b>Bil Ln Lvl Reclaimed Amt in Xs</b> (bill line level reclaimed amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the <i>reclaimed amount</i> that exceeds line level limits for bill lines.</li> <li>• <b>Bil Tx Lvl Amount in Xs</b> (bill transaction level amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the amount that exceeds transaction level limits for bill lines.</li> <li>• <b>Bil Tx Lvl Reclaimed Amt in Xs</b> (bill transaction level reclaimed amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the <i>reclaimed amount</i> that exceeds transaction level limits for bill lines.</li> <li>• <b>Rev Ln Lvl Amount in Xs</b> (revenue line level amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the <i>amount that exceeds</i> line level limits for revenue lines.</li> <li>• <b>Rev Ln Lvl Reclaimed Amt in Xs</b> (revenue line level reclaimed amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the <i>reclaimed amount</i> that exceeds line level limits for revenue lines.</li> <li>• <b>Rev Tx Lvl Amount in Xs</b> (revenue transaction level amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the amount that exceeds transaction level limits for revenue lines.</li> <li>• <b>Rev Tx Lvl Reclaimed Amt in Xs</b> (revenue transaction level reclaimed amount in excess): select to define the source type (resource type), category, and subcategory values that are written to PROJ_RECOURSE for the <i>reclaimed amount</i> that exceeds transaction level limits for revenue lines.</li> </ul> |

| <b><i>Field or Control</i></b>                 | <b><i>Description</i></b>                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source Type</b> , Category, and Subcategory | <p>Enter values to identify amounts in excess rows and reclaimed amount in excess rows to the PROJ_RESOURCE table.</p> <p>Different values can be defined for each target excess type selected in the <b>Target Excess Type for GC</b> field.</p> <p>The value in the <b>Source Type</b> field is written to RESOURCE_TYPE in the PROJ_RESOURCE table.</p> |



# Creating Government Contracts

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## Understanding Creating Government Contracts

Typically, government contracts are long-term agreements awarded for a specific amount or for defined estimated amounts and then managed to that amount. Contractors must meet specific government requirements to be awarded the contract, and they must manage the contract according to government rules and regulations. Ultimately, these requirements are centered on cost control, billing, and cash settlement. The PeopleSoft Contracts application enables you to comply with government regulations, run required reports, and perform required analysis using data captured in the Contract Entry component (CA\_HDR\_PNG).

The features and functions of the PeopleSoft Contracts application are the foundation for government contracts; once a contract is created and assigned the *Government* contract classification, the contract can be built according to the specific requirements of the government contract.

The contract itself is divided into two main parts: the contract header and the contract lines. You use the header level contract pages to capture the overall customer data, as well as the overall contract terms and conditions. The line level data consists of the products and services that make up the contract. This data can be any combination of amount-based products, rate-based products, or rate-based products associated with fee types (cost-plus). At the line level, you can enter specific awarded amounts; set up limits for costs, fees, and revenue (optional); define withholding criteria to control how much of your costs and fees are billed and when; define and manage progress payments; and associate fee types with contract lines to set up and manage cost-plus contract line scenarios. After the contract is defined and contract lines are added to the contract, you can set up and manage billing and revenue at the contract line level according to the needs of each individual line.

Setting up a government contract so that it is available for billing and revenue recognition processing consists of these tasks:

- Define the contract header data.

Enter the overall customer data, terms and conditions of the contract, legal entity, signed date, and so on.

See [Defining General Contract Information](#).

- Add products to the contract and enter contract line details.

Associate projects and activities to rate-based contract lines, set up progress payment details for contract lines associated with progress payment amounts, set up withholding and limit amounts where applicable, define fee details, and so on.

See [Defining Contract Lines](#).

- Price contract lines.

Set up and assign rates to rate-based contract lines and allocating contract line amounts across all amount-based contract lines.

See “Understanding Pricing Contracts” (PeopleSoft Contracts).

- Review and update account distribution data for the contract lines.

Set up accounting rules for rate-based contract lines, and set up and assign account distributions and contract liability options to amount-based contract lines.

See [Understanding PeopleSoft Contracts Structure for Government Contracting](#).

- Create and assign billing plans to contract lines and any progress payments worksheet.

Use templates to automatically create and assign billing plans to contract lines, or manually define billing plans. Billing plans are required; they are the means by which billable contract line transaction data is passed to the PeopleSoft Billing application. If progress payments are assigned to any amount-based contract lines, then a billing plan must be defined and assigned to the progress payment worksheet to process the progress payment requests.

See “Understanding Billing in Contracts” (PeopleSoft Contracts).

- Create and assign revenue plans to contract lines.

Use templates to automatically create and assign revenue plans to contract lines, or manually define revenue plans. Revenue plans are required; they are the means by which accounting data for contract line transactions is passed to the PeopleSoft General Ledger.

See “Understanding Revenue Plans” (PeopleSoft Contracts).

- Set the contract processing status to *Active*.

Only contracts with a processing status of *Active* are available for processing.

---

## Prerequisites

Before creating government contracts, you must first complete all of the setup steps.

See [Understanding PeopleSoft Contracts Structure for Government Contracting](#).

### Related Links

“Understanding Contract Structure” (PeopleSoft Contracts)



## Common Elements Used in Creating Government Contracts

| <i>Field or Control</i>        | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amendment Number</b>        | Displays the current amendment number assigned by the system. When the contract is activated, the system displays the amendment number <i>0000000000</i> . As contract amendments are processed, the amendment number is automatically increased by one.                                                                                                                                                                                                                  |
| <b>Amend Contract</b>          | Click this button on an active contract to adjust a 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 <b>View Current</b> .                                                                                                                                                                 |
| <b>Amendment Status</b>        | Displays the status of the last processed amendment.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>View Current</b>            | 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 <b>Amend Contract</b> .                                                                                                                                                                                                                                                                |
| <b>Business Unit</b>           | Establishes defaults for billing and accounting data for a contract defined using this business unit.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Contract Classification</b> | Select a value for the contract classification when creating a new contract. The contract classification appears in the contract header and cannot be changed. Values for the <b>Contract Classification</b> field are: <i>Standard</i> , <i>Internal</i> , <i>Government</i> , and <i>Federal Reimbursable Agreement</i> . To access the features and functions associated with government contracts, you must select the contract classification of <i>Government</i> . |
| <b>Contract Number</b>         | Displays the contract number that you entered when you first defined the contract. If automatic numbering is enabled and you select a value of <i>NEXT</i> , then 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.                                                                                              |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Status</b>  | <p>Displays a user-defined value that provides a visual indicator of where the contract is in the contract life cycle. Since this element is associated with a processing status, it also controls what processing can occur against the contract.</p> <p>When you define a new contract, the contract status that was set up as the default appears; it can be overridden and changed to 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.</p>                                                                               |
| <b>Contract Type</b>    | <p>Enter the user-defined contract type for the contract. This value is used for reporting and for determining what milestones may be applied to the revenue plans and billing plans of an amount-based contract line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Go To</b>            | <p>Select one of the following links to navigate to key contract pages to set up billing and revenue or to perform pricing for amount-based contract lines:</p> <p><b>Billing Plans:</b> Select this link to assign contract lines for this contract to new or existing billing plans.</p> <p><b>Revenue Plans:</b> Select this link to assign contract lines for this contract to new or existing revenue plans.</p> <p><b>Milestones:</b> Select this link to add new milestones or edit existing milestones on this contract.</p> <p><b>Amount Allocation:</b> Select this link to allocate the fixed contract amount across amount-based contract lines. Once the contract is activated, this link no longer appears.</p> |

| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More</b>              | <p>Select from the drop-down list options to navigate to the additional contract pages. Values include:</p> <ul style="list-style-type: none"> <li>• <i>Attachments</i>: Click to attach document files such as letters, spreadsheets, or drawings to the contract or to view or delete already attached files.</li> <li>• <i>Billing Options</i>: 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.</li> <li>• <i>Conversations</i>: Click to create conversations to attach to the contract.</li> <li>• <i>Internal Notes</i>: Click to add both standard and custom notes for the company's internal reference to various contract components.</li> <li>• <i>Payment Terms</i>: Click to define early out options and bonus and penalty information to be applied to the contract.</li> <li>• <i>Prepays</i>: Click to administer prepaid purchases.</li> <li>• <i>Progress Payments</i>: Click to administer progress payment amounts.</li> <li>• <i>Revenue Forecast</i>: Click to create a revenue forecast.</li> <li>• <i>Sales Order</i>: Click to create sales order lines from the associated shippable amount-based contract lines.</li> <li>• <i>Service Orders</i>: If you have installed PeopleSoft Resource Management, select this link to define a service order to associate with this contract.</li> <li>• <i>Sold To Address</i>: Click to view, and optionally select, a different address for a contract's sold-to customer.</li> <li>• <i>Support Teams</i>: Click to add support teams to the contract.</li> <li>• <i>View Forecast</i>: Click to launch a revenue forecast.</li> </ul> |
| <b>Processing Status</b> | Displays the processing status corresponding to the selected contract status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Sold To Customer</b>  | Displays the name and customer ID of the customer to whom this contract was sold. A sold-to customer can be associated with multiple ship to and bill to customers, enabling you to associate different contract lines with different ship to customers and different billing plans with different bill to customers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## Defining General Contract Information

This section provides an overview of defining contract header data and discusses how to set up and manage contract header information and define the sold-to address.

### Pages Used to Define General Contract Information

| <i>Page Name</i>               | <i>Definition Name</i> | <i>Usage</i>                                                                      |
|--------------------------------|------------------------|-----------------------------------------------------------------------------------|
| <u>Contract - General Page</u> | CA_HDR_PNL             | Set up and manage contract header information.                                    |
| <u>Sold To Address Page</u>    | CA_CONTACT_PNL         | View and optionally select a different address for a contract's sold-to customer. |

### Understanding Defining Contract Header Data

At the contract header level, you identify the contract as a government contract by setting the contract classification to *Government*. This setting enables you to view and use all of the fields that are specific to government contracting. The contract header enables you to define the customer data as well as the overall terms and conditions for the contract, such as billing options, payment terms, contract start date, and relationship, if any, to other contracts. Contract headers have a one-to-many relationship with contract lines. That is, many contract lines can be assigned to one contract header, and data assigned at the contract header level can appear by default on the contract lines. Much of the processing associated with the contract takes place at the contract line level. The decision to separate billing and revenue or not to separate billing and revenue when the contract is added impacts much of the behavior when identifying billing and revenue values for the contract lines. Much of the data on the contract header for government contracts is the same as that for standard contracts with the exception of the Summary of Amounts.

#### Related Links

“Defining General Contract Information” (PeopleSoft Contracts)

### 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**
- **Customer Contracts > Contracts Center > Contracts > General Information > Contract - General**

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

General

Lines

Contract Number

GOVT\_SUPPORT

Sold To Customer

Apex Systems

\*Contract Status

PENDING

Add to My Contracts

Description

GOVT SEP SUPPORT

Contract Admin

Angellini, Gina

Region Code

Contract Type

COMMERCIAL

Currency Code

USD

Exchange Rate Type

CRRNT

Contract Signed

11/08/2014

Contract Role

Revenue Profile

HIGH\_NORTH

Processing Status

Pending

Amendment Status

Business Unit

US001 NEW YORK OPERATIONS

Contract Classification

Government

Last Amended

Start Date

01/01/2014

End Date

12/31/2014

Last Update Date/Time

11/08/2014 10:41:31AM

Last Update User ID

VP1

Separate Fixed Billing and Revenue:

☒

Separate As Incurred Billing and Revenue:

☒

Other Information

☐ Template Contract

☐ Master Contract

☐ Legal Review Complete

☐ Credit Check Complete

Parent Contract

Master Contract

Legal Entity

USLE1

Purchase Order

Proposal ID

Federal Region Code

10

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

| Summary of Amounts                      |               |                                         |                   |                   |
|-----------------------------------------|---------------|-----------------------------------------|-------------------|-------------------|
| Awarded Amounts                         |               | Funded and Revenue Amounts              |                   |                   |
|                                         |               |                                         | Funded            | Revenue           |
| Awarded Cost                            | 0.00          | Cost                                    | 0.00              | 0.00              |
| Awarded Fee                             | 0.00          | Fee                                     | 0.00              | 0.00              |
| Awarded T&M                             | 0.00          | T&M                                     | 0.00              | 0.00              |
| Subtotal                                | 0.00          | Subtotal                                | 0.00              | 0.00              |
| Fixed Price (Less Inclusive Prepays)    | 0.00          | Fixed Price (Less Inclusive Prepays)    | 0.00              | 0.00              |
| Total                                   | 0.00          | Total                                   | 0.00              | 0.00              |
| * Fixed Billing Allocation Not Complete |               | * Fixed Revenue Allocation Not Complete |                   |                   |
| Billing Plans                           | Revenue Plans | Milestones                              | Amount Allocation | Supplemental Data |
|                                         |               |                                         | Go To             | More              |

| Field or Control                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Copy From Contract                      | Click to create a new contract using an existing contract.<br>When you use this method to copy a government contract that contains rate-based contract lines assigned a fee type other than <i>None</i> , the system does not copy any fee types associated with the rate-based contract lines. Instead, when the system copies the rate-based contract line that was assigned a cost-plus fee type, the system replaces the fee type for the new contract line with a fee type of <i>None</i> . |
| Add to My Contracts                     | Click to add the current contract to the My Contracts page.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 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.                                                                                                                                                                                                                                                                                                                                                                        |

| <b>Field or Control</b>                         | <b>Description</b>                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Currency Code</b>                            | Enter the currency code for the contract. The currency code defined at the contract header level is inherited by all contract lines that are added to the contract. After you set up the contract, enter the currency code at the header level, and save the contract, this field is no longer editable. |
| <b>Contract Signed</b>                          | Enter the date on which the contract was signed. You must enter a value in this field before you can assign the contract a status that is mapped to an <i>Active</i> processing status.                                                                                                                  |
| <b>Contract Role</b>                            | Select suitable value from the prompt list. The value for this field is defaulted from the Contracts Definition - Defaults Page and can be overridden.                                                                                                                                                   |
| <b>Revenue Profile</b>                          | Select from the available values in the prompt. The value for this field defaults from the Contracts Business Unit definition.                                                                                                                                                                           |
| <b>Last Amended</b>                             | Displays the date of the last amendment processed for the contract.                                                                                                                                                                                                                                      |
| <b>Last Update Date/Time</b>                    | Displays the time stamp of the last amendment processed for the contract.                                                                                                                                                                                                                                |
| <b>Last Update User ID</b>                      | Displays the user ID of the user who entered the last amendment for the contract.                                                                                                                                                                                                                        |
| <b>Separate Fixed Billing and Revenue</b>       | Displays the value that is selected while creating the contract.<br><br>This field is read only. In certain circumstances, this field can edited on the “Updating Billing and Revenue Separation Identifiers” (PeopleSoft Contracts)                                                                     |
| <b>Separate As Incurred Billing and Revenue</b> | Displays the value that is selected while creating the contract.<br><br>This field is read only. In certain circumstances, this field can edited on the “Updating Billing and Revenue Separation Identifiers” (PeopleSoft Contracts)                                                                     |

## Other Information

| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                         |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Template Contract</b> | Select to designate this contract as a template. You can then use this template when creating subsequent contracts.<br><br>Contracts designated as templates can contain header and line data, but they can never be set to an active processing status or have billing or revenue performed against them. |

| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                         |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Master Contract</b> (check box) | Select to designate this contract as a master. This check box is not available on active contracts.                                                                                                                        |
| <b>Legal Review Complete</b>       | Select to indicate that the legal group has reviewed this contract. This check box is informational only.                                                                                                                  |
| <b>Credit Check Complete</b>       | Select to indicate that a credit check was completed for this customer. This check box is informational only.                                                                                                              |
| <b>Parent Contract</b>             | Select a parent contract to create a parent-child relationship with another contract.                                                                                                                                      |
| <b>Master Contract</b> (field)     | To link this contract to a master contract, enter the master contract number in this field. If you designated this contract as a master contract by selecting the <b>Master</b> check box, then this field is unavailable. |
| <b>Legal Entity</b>                | Enter the organizational or legal owner of the contract. The system can populate this field with the value associated with the PeopleSoft Contracts business unit.                                                         |
| <b>Purchase Order</b>              | Enter the sold-to customer's purchase order (PO) number associated with this contract. The PO is used in billing processing and entered in the bill header.                                                                |
| <b>Proposal ID</b>                 | Enter the proposal ID associated with this contract. This field is informational only.                                                                                                                                     |

### Summary of Amounts — Awarded Amounts

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                             |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Awarded Cost</b>     | Displays the summarized amount of awarded costs for cost-plus contract lines associated with a fee type.                                                                                                                       |
| <b>Awarded Fee</b>      | Displays the summarized amount of awarded fees for cost-plus contract lines associated with a fee type. This field represents awarded fees for all cost-plus fee types on the contract, not just fees identified as award fee. |

| <b>Field or Control</b>                             | <b>Description</b>                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Awarded T&amp;M</b> (awarded time and materials) | Displays the summarized total of awarded amounts for T&M contract lines with a fee type of <i>None</i> .                                                                                                                                                                                                                       |
| <b>Subtotal</b>                                     | Displays the summarized total of the awarded cost, awarded fee and awarded T&M amount for all rate based lines on the contract.                                                                                                                                                                                                |
| <b>Fixed Price(Less Inclusive Prepaids)</b>         | Displays the total fixed billing amount for amount based contract lines reduced by the amount of Inclusive Prepaids. Since prepaids are utilized against rate based contract lines, they must be removed from the calculation to avoid double counting the amount once as an awarded amount and again as a fixed price amount. |
| <b>Total</b>                                        | Displays the sum of values in Awarded Cost, Awarded Fee, Awarded T&M and Fixed Price(Less Inclusive Prepaids) fields.                                                                                                                                                                                                          |

### Summary of Amounts — Funded and Revenue Amounts

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost</b>                         | Funded column displays the total funded cost limit for billing applicable for cost plus contract lines with a fee type. The revenue column displays the total cost limit for revenue applicable for cost plus contract lines with a fee type.                                                                                                                                                                                                                                                                                                 |
| <b>Fee</b>                          | Funded column displays the total fee limit for billing applicable for cost plus contract lines with a fee type. The revenue column displays the total fee limit for revenue applicable for cost plus contract lines with a fee type.                                                                                                                                                                                                                                                                                                          |
| <b>T&amp;M</b> (time and materials) | <p>Funded column displays the total limit amount for billing applicable for T&amp;M contract lines with a fee type of <i>None</i>. The revenue column displays the total limit for revenue applicable for T&amp;M contract lines with a fee type of <i>None</i>.</p> <p>For all amounts above the subtotal line, if the contract separates as incurred billing and revenue, the amounts displayed for revenue may be different from billing. If as incurred billing and revenue is not separate, then revenue amounts will match billing.</p> |



| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subtotal</b>                             | Displays sum of values in Cost, Fee and T&M fields.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Fixed Price (Less Inclusive Prepaid)</b> | <p>Similar to the display under the Awarded Amounts group box, Funded column displays the total fixed billing value reduced by the amount of Inclusive Prepaids. The revenue column displays the total fixed revenue value reduced by the amount of Inclusive Prepaids.</p> <p>If the contract separates fixed billing and revenue, the amounts displayed for revenue may be different from billing. If fixed billing and revenue is not separate, then revenue amounts will match billing.</p> |
| <b>Total</b>                                | Displays sum of values in Cost, Fee, T&M fields, and Fixed Price(Less Inclusive Prepaids) fields.                                                                                                                                                                                                                                                                                                                                                                                               |

## Related Links

“Defining General Contract Information” (PeopleSoft Contracts)

## 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:

Select **Sold To Address** from the **More** drop-down list on the Contract - General page.

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

Sold To Customer Address

Contract Number CON000000000029

Address

Sold To Customer Alliance Group

Address Sequence Number

Country United States

14410 Union Ave

Suite 101

San Jose

95124

CA California

Contact

Contact

Title Owner/President

Name 1 Paula Smith

OK

Cancel

| Field or Control        | Description                                                                                                                                                      |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address Sequence Number | Select the address location for the sold-to customer. Select from addresses previously defined for the customer on the Customer Information - General Info page. |
| Contact                 | Select the contact for the selected sold-to address for the customer.                                                                                            |

## Defining Contract Lines

This section provides an overview of defining contract lines, lists common elements, and discusses how to add general contract line information, add contract line details, view contract line amount details, and set the contract line contract liability option. Defining contract lines for a government contract is similar to defining contract lines for standard contracts with some additional functionality available for government contracts such as cost-plus fee configuration and progress payments among other things.

## Page Used to Define Contract Lines

| <b>Page Name</b>                                             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                         |
|--------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Contract Lines - General Page</a>                | 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. |
| <a href="#">Contract Lines - Detail Page</a>                 | CA_OBLIGATIONS         | View contract line details.                                                                                                                                                          |
| <a href="#">Contract Lines — Billing Amount Details Page</a> | CA_OBLIGATIONS         | View billing amount details for the contract line.                                                                                                                                   |
| <a href="#">Contract Lines — Revenue Amount Details Page</a> | CA_OBLIGATIONS         | View revenue amount details for the contract line.                                                                                                                                   |
| <a href="#">Contract Lines — Contract Liability Page</a>     | CA_OBLIGATIONS         | View contract liability details for the contract line.                                                                                                                               |

## Understanding Defining Contract Lines

After you create a contract header, you can begin creating contract lines for the contract by adding products to the contract. Products represent the goods and services that you are contracted to provide to the government entity. These products can be defined in advance, or they can be created on an ad hoc basis specifically for the contract. Attributes assigned to the product appear by default in the contract line, along with contract header-level data that pertains to the contract line, but these can be overridden at the line level. After selecting products for the contract, you can assign the following additional attributes to your amount-based contract lines:

- Accounting distribution data.
- Project and activity data.
- Fixed price data.
- Progress payment data.

You can also add these attributes to your rate-based contract lines:

- Fee information.

This information includes fee types, fee rates, and other data used for fee calculations.

- Rate sets or rate plans.
- Projects and activities.
- Limits.

- Withholding and release criteria.

To price the contract lines, you can assign a fixed amount to your amount-based contract lines using either a list price defined for the product or the PeopleSoft Enterprise Pricer. Then, you adjust the billing amount and revenue amount, as needed, using the Billing Allocation page and Revenue Allocation page respectively. For revenue purposes, options are available to programmatically allocate total revenue across contract lines or manually identify revenue amounts and limits for the lines. For contract lines that are rate-based or rate-based associated with a fee type (cost-plus), pricing is done using rate sets or rate plans, and projects and activities are assigned to the contract line on the Related Projects page. As transactions are accumulated in PeopleSoft Project Costing for these contract lines and for the projects and activities associated with these contract lines, the PeopleSoft Project Costing Pricing Engine prices the transactions using the rates associated with those same contract lines.

After the contract is activated and after pricing is complete for the contract lines, you can bill and recognize revenue for the contract line transactions as needed. Billing and revenue recognition plans are required to perform billing and revenue processing, and they can be assigned to the contract lines before or after the contract is activated. However, before billing or revenue recognition can occur for the contract line, the contract line must have a processing status of *Active* and it must be assigned to a billing or revenue recognition plan, respectively.

See “Defining Contract Lines” (PeopleSoft Contracts).

See “Understanding Products and Product Groups” (PeopleSoft Contracts).

See “Understanding Revenue Plans” (PeopleSoft Contracts).

See “Understanding Billing in Contracts” (PeopleSoft Contracts).

## Common Elements Used in This Section

| <i><b>Field or Control</b></i>                                                      | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Click the <b>Header Details</b> icon to view the contract header data for the contract lines.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Add Contract Lines</b>                                                           | Click to navigate to the Add Contract Lines page to add existing products or define new products to add to this contract. You can add contract lines to contracts in <i>Pending</i> processing status or, after the contract becomes active, you can add contract lines using amendment processing. When you activate a contract, the <b>Add Contract Lines</b> button no longer appears. It will only reappear when the contract is opened using amendment mode. |
| <b>Add Default Kit</b>                                                              | Select to add a default product kit to the contract. To use this default feature, you must first have defined a default product kit for the contract's contract type.                                                                                                                                                                                                                                                                                             |
| <b>Line</b>                                                                         | Displays the contract line number assigned to the product once the line is added to the contract.                                                                                                                                                                                                                                                                                                                                                                 |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                               |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Price Type</b>       | Displays the price type associated with the product. <i>Amount</i> and <i>Rate</i> are the only applicable price types for government contracts. |
| <b>Product</b>          | Displays the product identifier for the product assigned to the contract line.                                                                   |

## Contract Lines - General 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 > Lines**

This example illustrates the fields and controls on the Contract Lines page: General tab. You can find definitions for the fields and controls later on this page.

General Lines

Contract Number GOVT\_SUPPORT Sold To Customer Apex Systems  
 \*Contract Status PENDING

Add to My Contracts

Description GOVT SEP SUPPORT  
 Contract Admin Angelini, Gina  
 Region Code  
 Contract Type COMMERCIAL  
 Currency Code USD  
 Exchange Rate Type CRRNT  
 Contract Signed 11/08/2014  
 Contract Role  
 Revenue Profile  
 Use Project ChartFields: ☐

Processing Status Pending  
 Amendment Status  
 Business Unit US001 NEW YORK OPERATIONS  
 Contract Classification Government  
 Last Amended  
 Start Date 01/01/2014  
 End Date 12/31/2014  
 Last Update Date/Time 11/08/2014 10:41:31AM  
 Last Update User ID VP1  
 Separate Fixed Billing and Revenue: ☒  
 Separate As Incurred Billing and Revenue: ☒

Other Information  
 Summary of Amounts

Billing Plans Revenue Plans Milestones Amount Allocation Supplemental Data Go To More

After selecting products into the contract, the Contract - Lines tabs enable you to view and enter all required details for the contract lines. Each contract line represents a unique contract product that can be associated with its own accounting distributions, limits, fees, progress payments, billing and revenue plans, and so on.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actions</b>          | <p>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.</p> <p>Related actions are:</p> <ul style="list-style-type: none"> <li>• Define Contract Terms</li> <li>• Review Accounting Distribution</li> <li>• Review Product Sales</li> </ul> <hr/> <p><b>Note:</b> 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.</p> <hr/> |
| <b>Standalone Sale</b>  | Select this check box to indicate the contract line as a Standalone Sale. This field can be modified when the contract is in <i>Pending</i> status. Once the contract is activated this field can be modified using the amendments.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Fee Type</b>         | Displays the fee type, if any, assigned to the rate-based contract lines. Fee types are assigned on the Add Contract Lines page. If you will be using cost-plus functionality for the contract line, you must select a fee type for the product before the product is added to the contract.                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Bundle</b>           | 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.                                                                                                                                                                    |
| <b>Start Date</b>       | <p>Displays the period of performance start date entered on the Contract Amounts page for rate-based contract lines.</p> <p>For amount-based contract lines, the start date represents the beginning of a recurring bill schedule or renewal term.</p> <p>Recurring billing and renewal processing are not applicable to government contracts.</p>                                                                                                                                                                                                                                                                                                                                    |
| <b>End Date</b>         | <p>Displays the period of performance end date entered on the Contract Amounts page for rate-based contract lines.</p> <p>For amount-based contract lines, the end date represents the end of a recurring bill schedule period or renewal term.</p> <p>Recurring billing and renewal processing are not applicable to government contracts.</p>                                                                                                                                                                                                                                                                                                                                       |

| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>            | <p>Select the status of the contract line. Values include:</p> <ul style="list-style-type: none"> <li><i>Pending</i>: Select to capture commitments for contract lines that can be exercised at a future date. Contract lines at pending status are editable, but they cannot be assigned to a billing or revenue plan and they are not available for processing.</li> <li><i>Active</i>: Appears by default when you create a contract line. To assign contract lines to billing and revenue plans, and to make them available for processing, contract lines must have an active status.</li> <li><i>Cancelled</i>: Select to prevent any additional processing from occurring against the contract line. You can cancel a contract line using amendment processing. When cancelling an amount-based contract line, you will also need to specify whether any billing or revenue processed for the contract line must be reversed.</li> </ul> |
| <b>Supplemental Data</b> | Click the hyperlink to enter supplemental data for the contract line. This is applicable if Supplemental Data is implemented for Contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Contract Lines - Detail Page

View

Access the Contract - Lines page: Detail tab (click the Detail tab on the Contract - Lines page).

This example illustrates the fields and controls on the Contract Lines page: Detail tab. You can find definitions for the fields and controls later on this page.

Contract Number: GOVT\_SUPPORT  
Sold To Customer: Apex Systems  
Contract Status: PENDING

Buttons: Add Contract Lines, Add Default Kit

Contract Lines ?

Personalize | Find | View All | 1-3 of 3 | First | Last

| Actions   | Line | Product      | Description              | Price Type | Billing Plan | Revenue Plan | Contract Terms | Accounting   | Internal Notes | Ship to Customer Name |
|-----------|------|--------------|--------------------------|------------|--------------|--------------|----------------|--------------|----------------|-----------------------|
| ▼ Actions | 1    | FIN-CA       | License - Contracts      | Amount     | Pending      | Pending      | Contract Terms | Distribution | Internal Notes | Apex Systems          |
| ▼ Actions | 3    | CONS-INSTALL | Consulting - Installatio | Rate       | Pending      | Pending      | Contract Terms | Distribution | Internal Notes | Apex Systems          |
| ▼ Actions | 4    | CONS-DESIGN  | Consulting-Implement     | Rate       | Pending      | Pending      | Contract Terms | Distribution | Internal Notes | Apex Systems          |

Billing Plans | Revenue Plans | Milestones | Amount Allocation | Supplemental Data | Go To: More

The Contract - Line Details page provides links for each contract line to enable you to set up billing and revenue plans, contract terms, accounting distribution, and to add internal notes.

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Plan</b>          | Displays the status of the billing plan assigned to the contract line as a link. To access the Billing Plan General page for the billing plan created and assigned to the contract line, click the status link for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Revenue Plan</b>          | Displays the status of the revenue plan assigned to the contract line as a link. To access the Revenue Plan page for the revenue plan created and assigned to the contract line, click the status link for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Contract Terms</b>        | Click the <i>Contract Terms</i> link to access the Contract Terms component (CA_DETAIL_PROJ). The Contract Terms component enables you to define limits for contract line funded amounts and fees, associate projects and activities with the contract line, and set up withholding parameters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Accounting</b>            | <p>Click the <i>Distribution</i> link to access the Accounting Distribution page. Use this page to manage account distribution data for amount-based and rate-based contract lines. For amount-based contract lines, specify the contract asset s receivable, revenue, and contract liability accounting distributions used by the system to generate accounting entries for the contract line. For rate-based contract lines, specify the Revenue Forecasting account distribution data used by the system when generating a revenue forecast for the contract line.</p> <p>If an error occurs during processing, an <i>Action Required</i> link appears instead of the <i>Distribution</i> link. Errors may occur for the following reasons:</p> <ul style="list-style-type: none"> <li>• The combination editing check failed.</li> <li>• You allocated the accounting by amount, and the amount does not match the value on the contract line.</li> </ul> <p>See “Accounting Distributions” (PeopleSoft Contracts).</p> |
| <b>Internal Notes</b>        | Click to access the Internal Notes page to add or view notes related to this contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Ship to Customer Name</b> | <p>Click to access the Ship To Address page to manage the ship-to customer information for this contract line.</p> <p>Defaults are based on the sold-to customer that you selected on the Billing Options page. You can select an alternate ship-to ID.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Contract Lines — Billing Amount Details Page

Access the Lines page: Billing Amount Details tab (click the Billing Amount Details tab on the Contract - Lines page).



This example illustrates the fields and controls on the Contract Lines page: Billing Amount Details tab. You can find definitions for the fields and controls later on this page.

Contract Number: GOVT\_SUPPORT  
Sold To Customer: Apex Systems  
Contract Status: PENDING

Contract Lines

| Actions   | Line | Product      | Description              | Price Type | List Price | Quantity | UOM | Extended Price | Billing Amount | Awarded Total | Billing Limit | Unit Billing | Simulate Billing Pricing |
|-----------|------|--------------|--------------------------|------------|------------|----------|-----|----------------|----------------|---------------|---------------|--------------|--------------------------|
| ▼ Actions | 1    | FIN-CA       | License - Contracts      | Amount     | 80,000.00  | 1.0000   | EA  | 80,000.00      | 80,000.00      | 0.00          |               | 0.00         | Simulate Billing Pricing |
| ▼ Actions | 3    | CONS-INSTALL | Consulting - Installatio | Rate       |            | 1.0000   | EA  |                |                | 5,000.00      | 5,000.00      | 0.00         |                          |
| ▼ Actions | 4    | CONS-DESIGN  | Consulting-Implement     | Rate       |            | 1.0000   | EA  |                |                | 10,100.00     | 10,000.00     | 0.00         |                          |

Billing Plans Revenue Plans Milestones Amount Allocation Supplemental Data Go To More

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>List Price</b>            | Displays the list price defined on the Product Price page for amount-based products. The list price appears in the contract currency.                                                                                                                                                                                                                                                                                                                                                          |
| <b>Quantity</b>              | <p>Displays the quantity for the product that you added to the contract line. For amount-based products, the system uses the quantity as a multiplier to determine the total fixed price amount for the contract line. This field is display-only.</p> <p>If you want to change the quantity before the contract is activated, do so on the Billing Allocation page. After contract activation, you can change the quantity through an amendment on the Amendment Billing Allocation page.</p> |
| <b>UOM (unit of measure)</b> | Displays the unit of measure defined on the Product Price page for amount-based products.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Extended Price</b>        | Displays the list price multiplied by quantity for amount-based contract lines.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Billing Amount</b>        | Displays the billing amount for amount-based contract lines, allocated for this contract line, on the Billing Allocation page, and then multiplied by the quantity. This field is updated when changes are made on the Billing Allocation page.                                                                                                                                                                                                                                                |
| <b>Awarded Total</b>         | Displays the calculated total of the awarded costs and awarded fee amounts for the contract line.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Unit Billing</b>          | 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.                                                                                                                                                                                                                     |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Simulate Billing Pricing</b> | <p>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).</p> <hr/> <p><b>Note:</b> The Enterprise Pricer Transaction Code used to identify prices for billing is ‘CA’ (Contracts). See “Price Transaction Code Page” (PeopleSoft Enterprise Pricer)</p> |

## Contract Lines — Revenue Amount Details Page

Access the Lines page: Revenue Amount Details tab (click the Revenue Amount Details tab on the Contract - Lines page).

This example illustrates the fields and controls on the Contract Lines page: Revenue Amount Details tab. You can find definitions for the fields and controls later on this page.

| Actions   | Line | Product      | Description              | Price Type | Revenue Price | Quantity | Extended Revenue Price | Revenue Amount | Awarded Total | Revenue Limit | Unit Revenue | Simulate Revenue Pricing |
|-----------|------|--------------|--------------------------|------------|---------------|----------|------------------------|----------------|---------------|---------------|--------------|--------------------------|
| ▼ Actions | 1    | FIN-CA       | License - Contracts      | Amount     |               | 1.0000   |                        | 85,000.00      | 0.00          |               | 0.00         | Simulate Revenue Pricing |
| ▼ Actions | 3    | CONS-INSTALL | Consulting - Installatic | Rate       |               | 1.0000   |                        |                | 5,000.00      | 5,000.00      | 0.00         | Simulate Revenue Pricing |
| ▼ Actions | 4    | CONS-DESIGN  | Consulting-Implement     | Rate       |               | 1.0000   |                        |                | 10,100.00     | 5,000.00      | 0.00         | Simulate Revenue Pricing |

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.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Price</b>    | <p>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 <i>RP</i> for revenue pricing whereas prices identified to transaction code <i>CA</i> (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)</p> |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quantity</b>                 | Displays the quantity for the product that you added to the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Extended Revenue Price</b>   | Displays the revenue price multiplied by quantity for amount-based contract lines.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Revenue Amount</b>           | Displays the revenue amount entered on the Revenue Allocation page. Applies to amount and percent based contract lines only.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Awarded Total</b>            | Displays the calculated total of the awarded costs and awarded fee amounts for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Revenue Limit</b>            | <p>Displays the revenue limit entered on the Revenue Allocation page. Only contract lines with a price type of <i>Rate</i> 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.</p> <p>If the system generated suggested amount is greater than the revenue limit, then an error message is displayed and the revenue limit has to be manually overridden.</p> |
| <b>Unit Revenue</b>             | 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.                                                                                                                                                                                                                                     |
| <b>Simulate Revenue Pricing</b> | 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).                                        |

**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.

## Contract Lines — Contract Liability Page

Access the Lines page: Contract Liability tab (click the Contract Liability tab on the Contract - Lines page).

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

Generating accounting entries for contract liability enables you to post revenue that you expect to realize in a future accounting period for amount-based contract lines to the general ledger. 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 unless you are in amendment mode.

| Field or Control                     | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Liability</b>            | <p>Select to enable contract liability processing at the contract line level for amount-based contract lines. The contract liability option can also be set up on the Product Group Options page, so that it appears on this page when the product associated with that product group is added to the contract.</p> <p><b>Note:</b> If you choose to set up the contract liability option at the Contracts Product Group Options level, you will not be able to override the contract liability setting at the contract line level unless you have also selected the <i>Contract Liability Override</i> option at the PeopleSoft Contracts business unit level.</p> |
| <b>Contract Liability Status</b>     | Displays the status of the contract liability processing for this contract line. This field only appears when the <b>Contract Liability</b> check box is selected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Contract Liability Acctg Date</b> | Select the contract liability accounting date for the amount-based contract line. The Contract Liability process does not process any contract line until you specify the contract liability accounting date. In addition, if contract liability is enabled, any related amount-based revenue processes do not process until the contract liability process is run. This field only appears when the <b>Contract Liability</b> check box is selected.                                                                                                                                                                                                               |

## Selecting Products for Contract Lines

This section provides an overview of selecting products for contract lines and discusses how to select products to add to a contract line.

## Page Used to Select Products for Contract Lines

| <b>Page Name</b>               | <b>Definition Name</b> | <b>Usage</b>                                                                                                                              |
|--------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Add Contract Lines Page</u> | CA_OFFERING_SRCH       | Search for and select products to be added to a contract. From this page, you can also create and add ad hoc products to a contract line. |

## Understanding Selecting Products for Contract Lines

When you select a product onto a contract line, the system creates a single contract line. If products or services are sold as part of a product kit (a collection of products), then when you select a product kit onto a contract, the system creates an individual contract line for each product within the product kit. When selecting products for government contracts, you can select from amount- and rate-based product types. You can add any combination of these contract line types onto the same contract according to your business needs. For rate-based contract lines associated with a fee type other than *None* (cost-plus), you must assign the fee type on the Add Contract Lines page so that the various contract pages appear with the appropriate fee information after the product is added to the contract.

The Add Contract Lines page provides a number of automation features to reduce the amount of data entry needed after the product is added to the contract. For example, by assigning billing or revenue plan templates to the products, the system automatically creates billing and revenue plans for the contract lines, combining contract lines onto the same billing and revenue plans where applicable. For rate-based contract lines that are assigned a fee type (cost-plus), you can use billing and revenue plan templates to automatically create billing and revenue plans, but the contract lines cannot be combined onto a single billing or revenue plan, even if they use the same fee type, because the various fees must be managed separately for each individual contract line.

When using templates to automatically create billing and revenue plans, only certain billing and revenue plan methods can be used for your amount- and rate-based contract products.

| <b>Contract Line Price Type</b> | <b>Eligible Billing Method</b>                                                                                 | <b>Contract Line Price Type</b> | <b>Eligible Revenue Method</b>                                                         |
|---------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------|
| Amount                          | <ul style="list-style-type: none"> <li>• Milestone</li> <li>• Immediate</li> <li>• Percent Complete</li> </ul> | Amount                          | <ul style="list-style-type: none"> <li>• Milestone</li> <li>• Apportionment</li> </ul> |
| Rate (Time and Material)        | <ul style="list-style-type: none"> <li>• As-Incurred</li> <li>• Value-Based</li> </ul>                         | Rate (Time and Material)        | As-Incurred                                                                            |
| Rate (Cost-Plus)                | As-Incurred                                                                                                    | Rate (Cost-Plus)                | As-Incurred                                                                            |

### Related Links

[“Understanding Revenue Plans” \(PeopleSoft Contracts\)](#)

[“Understanding Billing in Contracts” \(PeopleSoft Contracts\)](#)

Add Contract Lines Page

Use the Add Contract Lines page (CA\_OFFERING\_SRCH) to search for and select 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 > Lines

Click the **Add Contract Lines** button.

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

General Information

Add Contract Lines

Search

Product Group

CONSULTING

Product

Product Description

Price Type

Rate

Physical Nature

Product Kits

Renewable

Search

Search Results

General

Templates

Personalize

Find

View All

1-10 of 10

Last

|                          | Product               | Description                   | Price Type | Physical Nature | Product Kit | Fee Type | Start Date | End Date | Renewable | Renewal Action | Quantity | UOM |
|--------------------------|-----------------------|-------------------------------|------------|-----------------|-------------|----------|------------|----------|-----------|----------------|----------|-----|
| <input type="checkbox"/> | 1 CONS-ALLOCATIONS    | Consulting-GL Allocations     | Rate       | Goods           | N           | None     |            |          |           |                | 1.0000   | EA  |
| <input type="checkbox"/> | 2 CONS-CUSTOM         | Consulting - Customize        | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 3 CONS-DESIGN         | Consulting-Implementn Design  | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 4 CONS-ESA            | CONSULTING-ESA ENHANCEMENTS   | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 5 CONS-INSTALL        | Consulting - Installation     | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 6 CONS-TRAIN          | Consulting - Training         | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 7 CONS-WORKFLOW       | Consulting-Workflow Implement | Rate       | Goods           | N           | None     |            |          |           |                | 1.0000   | EA  |
| <input type="checkbox"/> | 8 CONS_IMPLEMENT      | IMPLEMENT                     | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 9 FININT - CONSULTIN  | Financial Integration         | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 10 INTEGRATION - CONS | Integration - Consulting      | Rate       | Goods           | N           | None     |            |          | N         |                | 1.0000   | EA  |

☒ Select All

☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

☒ Renewal Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines

Search Products

Use the **Search Products** group box to search for predefined amount- and rate-based 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.                                                        |

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                              |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Product Description</b> | Search for products by entering all or part of a product description, as entered on the Product Definitions page.                                                                                               |
| <b>Price Type</b>          | Search for products by price type associated with the product. Select from a price type of <i>Amount</i> or <i>Rate</i> .                                                                                       |
| <b>Physical Nature</b>     | Search for products by the physical nature if this criterion is assigned to the product on the Product Definitions page. Select <i>Goods</i> or <i>Services</i> .                                               |
| <b>Product Kits</b>        | Select this check box to search only for product kits.                                                                                                                                                          |
| <b>Search</b>              | Click the <b>Search</b> button for the system to carry out the search based on the search criteria that you entered. The <b>Search Results</b> grid will be populated with all products that meet the criteria. |

## Search Results: General Tab

In the **Search Results** grid, the system displays the products that meet the search criteria.

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

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                     |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Product</b>          | Displays the product identifier defined for the product on the Product Definition page.                                                                                                                                                                                                                |
| <b>Price Type</b>       | Displays the price type associated with the product. Values include: <ul style="list-style-type: none"> <li><i>Amount</i>: Identifies the product as an amount-based product type.</li> <li><i>Rate</i>: Identifies the product as a product that is priced using rate sets and rate plans.</li> </ul> |
| <b>Physical Nature</b>  | Displays the physical nature of the product if one was assigned on the Product Definition page.                                                                                                                                                                                                        |
| <b>Product Kit</b>      | Displays whether the product is part of a product kit.                                                                                                                                                                                                                                                 |

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fee Type</b>              | Select a fee type to assign to products with a price type of <i>Rate</i> to enable cost-plus functionality to be used for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Start Date</b>            | <p>Enter a start date for the contract line. The value that you enter here populates the Contract - Lines page. The system uses this start date to initiate billing for products with recurring price types.</p> <p>In addition, if this contract line is associated with a template with a basis date source option of <i>Contract Line Start Date</i>, then the system uses this start date when populating events on the contract line.</p> <hr/> <p><b>Note:</b> You must enter a value in the <b>Contract Line Start Date</b> field if a template with a basis date source option of <i>Contract Line Start Date</i> is associated with the product that you are adding to the contract.</p> <hr/> <p><b>Note:</b> This field is not available for entry if you selected the <b>Product Kits</b> check box in the <b>Search</b> group box.</p> <hr/> |
| <b>End Date</b>              | <p>Enter an end date for the contract line. The value that you enter here populates the Contract - Lines page.</p> <p>The system displays the latest end date from all contract lines that are defined for the contract on the Contract - General page.</p> <hr/> <p><b>Note:</b> This field is not available for entry if you selected the <b>Product Kits</b> check box in the <b>Search</b> group box. This field is also not available for entry if you selected <i>Recurring</i> in the <b>Price Type</b> field.</p> <hr/>                                                                                                                                                                                                                                                                                                                           |
| <b>Quantity</b>              | Enter the quantity of the product selected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>UOM</b> (unit of measure) | Displays the default unit of measure assigned to the product. You can select a different unit of measure from those values previously defined for the product.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Select All</b>            | Select this check box to select all products returned by the search process and to add them to the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



| <b>Field or Control</b> | <b>Description</b>                                                                                                               |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Clear All</b>        | Select this check box to deselect the selection box for any products returned by the search process to be added to the contract. |

## Search Results: Templates Tab

Access the Add Contract Lines page: Templates tab (select the Templates tab on the Add Contract Lines page).

This example illustrates the fields and controls on the Add Contract Lines page: Templates tab. You can find definitions for the fields and controls later on this page.

General

Lines

General Information

Add Contract Lines

Search

Product Group

BUILDING

Product

Product Description

Price Type

Rate

Physical Nature

Goods

Search

Product Kits

Renewable

Search Results

Personalize | Find | View All | First 1-5 of 5 Last

General

Templates

|                          | Product             | Revenue Plan | Billing Plan | Billing Plan Detail | Renewal Plan |
|--------------------------|---------------------|--------------|--------------|---------------------|--------------|
| <input type="checkbox"/> | 1 BUILDING 2        | GRANTSMT     | IMMEDIATE    | STANDARD            | MONTHLY      |
| <input type="checkbox"/> | 2 BUILDING1         |              |              |                     |              |
| <input type="checkbox"/> | 3 BUILDING10        |              |              |                     |              |
| <input type="checkbox"/> | 4 BUILDING3         |              |              |                     |              |
| <input type="checkbox"/> | 5 INTERIOR DESIGN10 |              |              |                     |              |

☒ Select All

☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

☒ Renewal Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Plan</b>        | <p>Add a revenue plan template or override the existing revenue plan template before adding the contract line to the contract. Adding a revenue plan template to the contract line enables the system to automatically set up a revenue plan for the contract line once the product is added to the contract and the contract is saved. For rate-based contract lines assigned a fee type (cost-plus), revenue plan templates must use the As-Incurred revenue plan method.</p> <hr/> <p><b>Note:</b> When selecting a revenue plan template for contract lines, all active revenue plan templates appear in the drop-down list. However, if a revenue plan template is selected that uses a method that is not valid with the price type, then the system displays an error message when you attempt to add the contract line to the contract.</p> <hr/> |
| <b>Billing Plan</b>        | <p>Add a billing plan template or override the existing billing plan template before adding the contract line to the contract. Adding a billing plan template to the contract line enables the system to automatically set up a billing plan for the contract line once the product is added to the contract and the contract is saved. For rate-based contract lines assigned a fee type (cost-plus), billing plan templates must use the As-Incurred billing plan method.</p> <hr/> <p><b>Note:</b> When selecting a billing plan template for contract lines, all active billing plan templates appear in the drop-down list. However, if a billing plan template is selected that uses a method that is not valid with the price type, then the system displays an error message when you attempt to add the contract line to the contract.</p> <hr/> |
| <b>Billing Plan Detail</b> | <p>Add a billing plan detail template or override the existing billing plan detail template before adding the contract line to the contract. Billing plan detail templates enable you to automatically enter or override data on the Billing Plan - General page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Add Contract Lines</b>  | <p>Click to add any currently selected products to the contract. Clicking this button does not automatically return you to the Contract - Lines page, but enables you to perform any additional product searches using the Add Contract Lines page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Field or Control</b>         | <b>Description</b>                                                                                              |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Create Adhoc Product</b>     | Click to access the Create Adhoc Product page, where you can create a new product to use only on this contract. |
| <b>Return to Contract Lines</b> | Click to return to the Contract - Lines page and view newly added contract lines.                               |

## Create Plans from Template

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                        |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Plans</b>    | Select this check box to enable the system to automatically create a billing plan using a specified template when adding the contract line to the contract. Deselect this check box if you do not want the system to automatically create a billing plan using templates when the contract line is added to the contract. |
| <b>Revenue Plans</b>    | Select this check box to enable the system to automatically create a revenue plan using a specified template when adding the contract line to the contract. Deselect this check box if you do not want the system to automatically create a revenue plan using templates when the contract line is added to the contract. |

## 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.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Plans</b>    | <p>Select this check box to combine multiple contract lines with the same billing plan template into one billing plan. To keep each contract line and its respective billing plan separate, deselect this check box. To combine like billing plans, you must have the same billing plan template and billing plan detail template.</p> <hr/> <p><b>Note:</b> This option does not apply to rate-based products associated with fee types (cost-plus) because they are required to have their own billing plan and cannot be combined with other contract lines, even if they have the same fee type.</p> <hr/> |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Plans</b>    | <p>Select this check box to combine multiple contract lines with the same revenue plan template into one revenue plan. To keep each contract line and its respective revenue plan separate, deselect this check box.</p> <hr/> <p><b>Note:</b> This option does not apply to rate-based products associated with fee types (cost-plus) because they are required to have their own revenue plan and cannot be combined with other contract lines, even if they have the same fee type.</p> <hr/> |

## Defining Contract Terms

This section provides an overview of defining contract terms and discusses how to define contract terms and amounts and how to set up withholding terms.

### Pages Used to Define Contract Terms

| <b>Page Name</b>                      | <b>Definition Name</b> | <b>Usage</b>                                                                                                                              |
|---------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Contract Amounts Page</a> | CA_AMT_TERMS           | Define contract terms and conditions, and set up limit processing parameters for rate-based contract lines (cost-plus and non-cost-plus). |
| <a href="#">Withholding Page</a>      | CA_WTH_TERMS           | Set up withholding and release terms and conditions for rate-based contract lines.                                                        |

## Understanding Defining Contract Terms

Government contractors bill for their contracts according to terms and conditions specified by the government. After funding is received for a contract, the contractor may bill for a specified amount over the duration of the contract within a specified date range (referred to as the *period of performance* or *POP*). Government contractors manage revenue recognition according to a different set of dates and different limits.

Although any costs incurred during the completion of the contract must be tracked and managed, the contractor may only be able to bill or recognize revenue for a portion of those costs depending on the terms of the contract. The PeopleSoft Contracts application enables you to enter, track, and manage billing, revenue, and fee details, as well as project, activity, and rate data, for your rate-based contract lines on government contracts. The Contract Terms component (CA\_DETAIL\_PROJ) enables you to:

- Enter and manage funding and revenue limits.
- Link to transaction limit details.

- Link to the Review Limits page.
- Enter, track, and manage billing and revenue fee amounts and calculations.
- Set period of performance constraints.
- Define withholding and release terms and criteria.
- View and assign projects, activities, and rates to rate-based contract lines.

## Related Links

[Understanding Limits](#)

[Understanding Withholding](#)

[Defining Cost-Plus Contract Fees](#)

## Contract Amounts Page

Use the Contract Amounts page (CA\_AMT\_TERMS) to define contract terms and conditions, and set up limit processing parameters for rate-based contract lines (cost-plus and non-cost-plus).

Navigation:

- **Customer Contracts > Determine Price and Terms > Contract Terms > Contract Amounts**
- Click the **Contract Terms** link on the Detail tab of the Contract - Lines page, and then select the Contract Amounts tab.

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

| Contract Amounts                                               |  |                           |          | Related Projects                                      | Withholding | Contract Amendments |
|----------------------------------------------------------------|--|---------------------------|----------|-------------------------------------------------------|-------------|---------------------|
| Contract Number                                                |  | SYSTEM_UPGRADE            |          |                                                       |             |                     |
| Amendment Number                                               |  | 0000000001                |          | Sold To Customer Easy Solutions                       |             |                     |
|                                                                |  |                           |          | Contract Status ACTIVE                                |             |                     |
| Contract Line                                                  |  | 2                         |          | Price Type Rate                                       |             |                     |
| Product                                                        |  | CONS-ALLOCATIONS          |          | Fee Type Fixed Fee                                    |             |                     |
| Description                                                    |  | Consulting-GL Allocations |          |                                                       |             |                     |
| <input type="button" value="Amend Contract"/>                  |  |                           |          |                                                       |             |                     |
| <b>Limit Details</b>                                           |  |                           |          |                                                       |             |                     |
|                                                                |  | Cost                      | Fee      | Total                                                 |             |                     |
| Awarded                                                        |  | 5,000.00                  | 1,500.00 | 6,500.000                                             |             |                     |
| Funded                                                         |  | 5,000.00                  | 1,500.00 | 6,500.000                                             |             |                     |
| Revenue                                                        |  | 5,000.00                  |          |                                                       |             |                     |
| Transaction Limits                                             |  | Review Limits             |          | <input type="button" value="Perform Limit Checking"/> |             |                     |
| <b>Fixed Fee</b>                                               |  |                           |          |                                                       |             |                     |
| Billing Fixed Fee Percent                                      |  | 10.00000000               |          |                                                       |             |                     |
| Billing Fee Worksheet                                          |  | Revenue Fee Worksheet     |          |                                                       |             |                     |
| <b>Period of Performance</b>                                   |  |                           |          |                                                       |             |                     |
| Start Date                                                     |  | End Date                  |          | 12/31/2009                                            |             |                     |
| <input checked="" type="checkbox"/> Control Limits and Billing |  |                           |          |                                                       |             |                     |

The Contract Amounts page enables you to enter funded, revenue, transaction, and fee limit details for contract lines associated with a government contract. For rate-based contract lines associated with a fee type other than *None* (cost-plus), this page will display fields specific to the fee type selected for the contract line.

See [Defining Cost-Plus Contract Lines](#).

See [Understanding Limits](#).

## Limit Details

| <b>Field or Control</b>   | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Awarded</b>            | Displays the awarded amount for the contract line. This amount is used as a control amount and the funded amount cannot exceed this number. The value for this field can be edited on the Billing Allocation page.                                                                                                                                                          |
| <b>Funded</b>             | Displays the funded billing limit for costs for the contract line. This amount is used in limit processing for transactions recorded against this contract line. The amount billed cannot exceed this amount. The value for this field can be edited on the Billing Allocation page.                                                                                        |
| <b>Revenue</b>            | Displays the revenue limit for costs for the contract line. This amount is used in limit processing for revenue and available for all rate based contract lines irrespective of fee type. If As Incurred Billing and Revenue are Separated on the contract, then this amount is editable on the Revenue Allocation page. If not, then the amount matches the Funded amount. |
| <b>Fee</b>                | Awarded Fee is used as a control amount. Funded fee cannot exceed awarded fee. If As Incurred Billing and Revenue are Separated on the contract, then use the link to the Revenue Fee worksheet to identify fees for revenue separate from billing.                                                                                                                         |
| <b>Transaction Limits</b> | Click to access the Transaction Limits page and enter transaction limit criteria and amounts for this contract line.<br><br>See <a href="#">Transaction Limits Page</a> .                                                                                                                                                                                                   |
| <b>Review Limits</b>      | Click to access the Review Limits component. The Review Limits component enables you to review overall limit amounts, amounts remaining, and any amounts in excess for the contract line. For excess limit amounts, you can also view the details of the excess transactions.                                                                                               |

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                  |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Perform Limit Checking</b> | Click this button to perform ad hoc limit checking for this contract line. Clicking this button will launch the Limits (CA_LIMIT) process, which will run limit checking for the contract line's billing and revenue limit amounts if changes were made using amendment processing. |

## Period of Performance

| <b>Field or Control</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Start Date</b>                 | Enter the start date for the contract line. PeopleSoft Contracts enables you to control billing and limit processing within a specified date range per contract line. After the contract is set to an active processing status, this date can no longer be changed if the <b>Control Limits and Billing</b> check box is selected. Otherwise, you can change this date using amendment processing. |
| <b>End Date</b>                   | Enter the end date for the contracts line. After the contract is set to an active processing status, this date can be changed using amendment processing. However, this date cannot be set to a date before the current system date if the <b>Control Limits and Billing</b> check box is selected.                                                                                                |
| <b>Control Limits and Billing</b> | Select to control billing and limit processing for rate-based contract lines associated with a fee type (cost-plus). When this option is selected, the Contracts/Billing Interface (CA_BI_INTFC) process and the Limits (CA_LIMIT) process will not select transactions for processing if the transaction date falls outside the period of performance date range.                                 |

## Withholding Page

Use the Withholding page (CA\_WTH\_TERMS) to set up withholding and release terms and conditions for rate-based contract lines.

Navigation:

**Customer Contracts > Determine Price and Terms > Contract Terms > Withholding**

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

|                                                       |         |                                             |             |                             |               |
|-------------------------------------------------------|---------|---------------------------------------------|-------------|-----------------------------|---------------|
| <a href="#">Contract Amounts</a>                      |         | <a href="#">Related Projects</a>            |             | <a href="#">Withholding</a> |               |
| Contract Number GFCONTRACT                            |         |                                             |             |                             |               |
| Amendment Number                                      |         | Sold To Customer Apex Systems               |             |                             |               |
|                                                       |         | Contract Status PENDING                     |             |                             |               |
| Contract Line 6                                       |         | Price Type Rate                             |             |                             |               |
| Product CONS-INSTALL                                  |         | Fee Type None                               |             |                             |               |
| Description Consulting - Installation                 |         |                                             |             |                             |               |
| ITD Withheld                                          | 0.00    | ITD Released                                | 0.00        | Amount Remaining            | 0.00          |
| <b>Withholding Terms</b>                              |         |                                             |             |                             |               |
| Withholding Rate                                      |         | <input type="checkbox"/> Maximum Applicable |             |                             |               |
| Start Amount Billed                                   |         | Max Withholding Amount                      |             |                             |               |
| Withholding Source                                    |         | Transaction Identifier                      |             |                             |               |
| <input checked="" type="radio"/> All Costs            |         |                                             |             |                             |               |
| <input type="radio"/> Fees                            |         |                                             |             |                             |               |
| <input type="radio"/> Specific                        |         |                                             |             |                             |               |
| <b>Withholding / Release Target</b>                   |         |                                             |             |                             |               |
| PC Bus Unit                                           | Project | Activity                                    | Source Type | Category                    | Subcategory   |
| Description                                           |         |                                             |             |                             |               |
| <b>Requested Releases</b>                             |         |                                             |             |                             |               |
| Personalize   Find   View All       First 1 of 1 Last |         |                                             |             |                             |               |
|                                                       | Option  | Release Amount                              | Description | Release Status              | Justification |
| 1                                                     |         |                                             |             |                             | Justification |

| Field or Control                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITD Withheld</b> (inception to date withheld) | Displays the amount withheld from billing for the contract line from the inception date of the contract to the current date. This amount is based on transaction data stored in the Project Costing Project Transaction table. This amount does not include any withholding in progress amounts, such as withholding amounts calculated by the Contracts to Billing Interface process (CA_BI_INTFC) but not yet reported to PeopleSoft Project Costing by the Retrieve Billing Items process (PC_BI_TO_PC). |
| <b>ITD Released</b> (inception to date released) | Displays the withholding amount released to billing for the contract line from the inception date of the contract to the current date. This amount is based on transaction data stored in the Project Costing Project Transaction table.                                                                                                                                                                                                                                                                    |
| <b>Amount Remaining</b>                          | Displays the calculated difference between the amount withheld to date and the amount released to date.                                                                                                                                                                                                                                                                                                                                                                                                     |

## Withholding Terms

| Field or Control        | Description                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Withholding Rate</b> | Enter the withholding percentage that the system will use to calculate withholding amounts on withholding applicable billed or billable project transactions. |



| <b>Field or Control</b>                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Start Amount Billed</b>                                 | Enter the actual amount that must be billed for the contract line before the system should apply the withholding terms. Leave this field blank if the system should apply the withholding terms for all applicable transactions that occur for this contract line.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Maximum Applicable</b>                                  | Select this check box to indicate that there is a maximum amount that can be withheld from this contract line. If you select this check box, then you should also enter a maximum withholding amount. The system issues a warning message if you do not enter a maximum withholding amount.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Max Withholding Amount</b> (maximum withholding amount) | Enter the maximum amount that can be withheld from this contract line. Use this field in conjunction with the <b>Maximum Applicable</b> check box.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Withholding Source</b>                                  | <p>Select the type of project transactions that are eligible for withholding calculations. Select from:</p> <ul style="list-style-type: none"> <li>• <i>All Costs</i>: Select this option to include every cost associated with the contract line in the withholding calculations.</li> <li>• <i>Fees</i>: Select this option to include only fee transactions associated with the contract line in the withholding calculations.</li> <li>• <i>Specific</i>: Select this option to specify the transaction types associated with the contract line to be included in the withholding calculations. This option works in conjunction with the <b>Transaction Identifier</b> field.</li> </ul> |
| <b>Transaction Identifier</b>                              | <p>Select the transaction identifier that the system should use to determine which transactions to include in the withholding calculations for the contract line. Transaction identifiers must first be defined in PeopleSoft Project Costing that will enable you to predefine groupings of valid project ChartFields, which can be used to identify specific transactions.</p> <hr/> <p><b>Note:</b> This option must be used when the <b>Withholding Source</b> option of <i>Specific</i> is selected.</p> <hr/>                                                                                                                                                                           |

## Withholding/Release Target

| <b>Field or Control</b>                                       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PC Bus Unit</b> (PeopleSoft Project Costing business unit) | Displays the PeopleSoft Project Costing business unit associated with the rate-based contract line on the Related Projects page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Project</b>                                                | Enter the project identifier that the system assigns to the summary withholding and release bill lines sent from PeopleSoft Contracts to PeopleSoft Billing and back to the PeopleSoft Project Costing project transaction tables. Select from projects that are associated with the contract line on the Related Projects page. This field is required.                                                                                                                                                                                                                                                                                                                       |
| <b>Activity</b>                                               | Enter the activity identifier that the system assigns to the summary withholding and release bill lines sent from PeopleSoft Contracts to PeopleSoft Billing and back to the PeopleSoft Project Costing project transaction tables. Select from activities that are associated with the contract line on the Related Projects page. This field is required.                                                                                                                                                                                                                                                                                                                    |
| <b>Source Type</b>                                            | <p>Select the Source Type project ChartField value that the system assigns to the withholding and release summary lines that are passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Source types, which are defined in PeopleSoft Project Costing, enable you to define a value that identifies a transaction's purpose. Source types can be used to track, analyze, and report on transactions.</p> <hr/> <p><b>Note:</b> This field is required if the <b>Input Control for Source Type</b> is set to <i>Required</i> on the PeopleSoft Project Costing Business Unit-Project Costing Options page.</p> <hr/> |
| <b>Category</b>                                               | <p>Select the Category project ChartField value that the system assigns to the withholding and release summary lines that are passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Categories defined in PeopleSoft Project Costing enable you to further define source types to better track the types of costs occurring against your project and activities.</p> <hr/> <p><b>Note:</b> This field is required if the <b>Input Control for Category</b> is set to <i>Required</i> on the Project Costing Business Unit-Project Costing Options page.</p> <hr/>                                                  |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subcategory</b>      | <p>Select the Subcategory project ChartField value that the system assigns to the withholding and release summary lines that are passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Subcategories defined in PeopleSoft Project Costing enable you to further define source types to better track the types of costs occurring against your project and activities.</p> <hr/> <p><b>Note:</b> This field is required if the <b>Input Control for Subcategory</b> is set to <i>Required</i> on the Project Costing Business Unit-Project Costing Options page.</p> <hr/> |
| <b>Description</b>      | Enter the description that you want to appear on the billing invoice for the withholding bill line. This field is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Requested Releases

If any of the fields in the Requested Release section are populated, even with a zero value, then all fields become required by the system.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Option</b>           | <p>Select the release option for the release amount row. Select from the following options:</p> <ul style="list-style-type: none"> <li>• <i>Bill</i>: Select this option to pass the release row billing data to PeopleSoft Billing and add the release row amount to the invoice as a billable amount.</li> <li>• <i>Write-Off</i>: Select this option to write off the release row amount and pass the write-off data to PeopleSoft Billing and PeopleSoft Project Costing.</li> </ul> |
| <b>Release Amount</b>   | Enter the amount to be released. When entering a release amount, it cannot exceed the withholding <b>Amount Remaining</b> for the contract line.                                                                                                                                                                                                                                                                                                                                         |
| <b>Description</b>      | Enter the description that you want to appear on the billing invoice for the release bill line.                                                                                                                                                                                                                                                                                                                                                                                          |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Release Status</b>   | <p>Displays the processing phase for the release row during release processing. The release row may be set to or display one of the following statuses:</p> <ul style="list-style-type: none"> <li> <b>Pending:</b> Set by the system as a default status. Release rows with a status of <i>Pending</i> are not selected and processed by the withholding process. </li> </ul> <hr/> <p><b>Note:</b> You can only have one release row in <i>Pending</i> status for a contract line. No additional rows may be added until the pending row displays a status of <i>Complete</i>.</p> <hr/> <ul style="list-style-type: none"> <li> <b>Ready:</b> Set by the user to indicate that the release row is available for processing. The withholding process will not select release rows for processing unless they are set to <i>Ready</i> status. </li> </ul> <hr/> <p><b>Note:</b> You can only have one release row in <i>Ready</i> status for a contract line. No additional rows may be added until the ready row displays a status of <i>Complete</i>.</p> <hr/> <ul style="list-style-type: none"> <li> <b>In Process:</b> Set by the system once the withholding process is initiated by the system. Release rows with a status of <i>In Process</i> are display-only and cannot be deleted. </li> </ul> <hr/> <p><b>Note:</b> You cannot add any additional release rows if the previous release row has a status of <i>In Process</i>.</p> <hr/> <ul style="list-style-type: none"> <li> <b>Complete:</b> Set by the system once the PeopleSoft Billing to Projects/Contacts interface process is run. Additional release rows can only be added once the previous release row has a status of <i>Complete</i>. </li> </ul> |
| <b>Justification</b>    | <p>Click the link to open a free-form text box that enables you to enter details to justify the release amount. This data is informational only and does not prohibit any processing from occurring.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## Assigning Projects and Activities to a Contract Line

This section provides an overview of assigning projects and activities to a contract line and discusses how to assign projects and activities to a contract line.

## Page Used to Assign Projects and Activities to a Contract Line

| <i>Page Name</i>                      | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                     |
|---------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Related Projects Page</a> | CA_DETAIL_PROJ         | Review existing projects and activities, add new links to projects and activities for a contract line, and associate rate sets or rate plans to a contract line. |

## Understanding Assigning Projects and Activities to a Contract Line

Typically, government contracts have one project in a contract or many projects in one contract, but the project does not span multiple contracts. To track direct costs for a project and to calculate indirect costs and fees, PeopleSoft Contracts partners with PeopleSoft Project Costing. As transactions are accumulated against a project and its activities, the system prices and stores the transaction data in Project Transaction tables in PeopleSoft Project Costing, where it can be used to generate invoices and recognize revenue for rate-based contract lines.

You set up the processing rules for your government contract transactions in PeopleSoft Contracts. The contract-related transactions are tracked and stored in PeopleSoft Project Costing. To determine which transactions apply to which contract lines and how these transactions should be priced, the system uses the data specified on the Related Projects page. To define the relationship between rate-based contract lines and the associated projects and activities, you select a rate-based product onto a contract line, associate that contract line with a PeopleSoft Project Costing business unit and rate set or rate plan, and then link projects and activities to that contract line. From the Related Projects page, you can create new projects and activities or link to existing ones. After you define the relationship between the contract line and its projects and activities, the system also uses this relationship to determine which transactions should be considered for limit and withholding processing.

---

**Note:** Progress payment processing has its own mapping between the contract lines associated with progress payment amounts and the related projects and activities. It does not use the setup on the Related Projects page for processing.

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See [Projects and Activities Page](#).

### Related Links

“Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing” (PeopleSoft Contracts)

## Related Projects Page

Use the Related Projects page (CA\_DETAIL\_PROJ) to review existing projects and activities, add new links to projects and activities for a contract line, and associate rate sets or rate plans to a contract line.

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, and then select the Related Projects tab.

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.

**Related Projects** | **Contract Amendments**

Contract Number: ASSET\_BUILD\_CONTRACT | Sold To Customer: Sara Outdoor  
 Amendment Number: 0000000000 | Contract Status: ACTIVE

Contract Line: 1 | Price Type: Rate  
 Product: CONS-CUSTOM  
 Description: Consulting - Customize

**Amend Contract**

PC Business Unit: US004 | Transaction Limits | Review Limits  
**Perform Limit Checking**

Billing Limit  
 Revenue Limit  
 Discount ID | Retainage ID  
☐ Tiered Pricing | Tiered Pricing

**Associated Rates** | Personalize | Find | First | 1 of 1 | Last

|   | Effective Date | Status | Rate Selection | Rate Set |          |     |
|---|----------------|--------|----------------|----------|----------|-----|
| 1 | 08/19/2012     | Active | Rate Set       | ACT1     | Rate Set | + - |

**Associated Projects & Activities** | Personalize | Find | First | 1 of 1 | Last

|                       | *Project        | Description                    | *Activity        | Description |     |  |
|-----------------------|-----------------|--------------------------------|------------------|-------------|-----|--|
| <input type="radio"/> | SWARE_NEW_RELSE | Track Costs for Software Rel.2 | 0000000000000001 | ACT1        | + - |  |

**Create Project** | **Create Activity** | **All Activities**

| Field or Control                                                   | Description                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PC Business Unit</b> (PeopleSoft Project Costing business unit) | Select the PeopleSoft Project Costing business unit used to filter the list of projects and rate templates that you can associate with this contract. You can associate each contract line with only one PeopleSoft Project Costing business unit.                                                                                                             |
| <b>Transaction Limits</b>                                          | 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. Transaction level limits are used to specify limits for a set of project transactions, defined by a grouping of valid project ChartFields. |
| <b>Review Limits</b>                                               | Click to access the Review Limits page. This page enables you to search for and review limits that have been exceeded, all limits remaining, or all limits.                                                                                                                                                                                                    |
| <b>Billing Limit</b>                                               | 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.                                                                                                                  |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Limit</b>    | <p>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.</p> <hr/> <p><b>Note:</b> 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 updated with the billing limit entered on the Billing Allocation page.</p> <hr/> <p><b>Note:</b> 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 <i>Revenue</i> to be added.</p> <hr/> |

## Associated Rates

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                             |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Effective Date</b>   | Enter the effective date for the rate set or rate plan. The contract signed date appears in this field by default, but it 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 Engine process. |
| <b>Status</b>           | Specify whether the associated rates for the contract line are active or inactive. You can only have one active associated rate row on the contract line at one time.                                                                                                                          |

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rate Selection</b>        | <p>Select a rate structure for this contract line that the system uses to price transactions associated with this contract line. If you have associated a rate structure to the product, then that value will appear by default, but it can be overridden. Values include:</p> <ul style="list-style-type: none"> <li>• <i>Rate Set</i>: Select this option to assign an existing, standard rate set to the contract line.</li> <li>• <i>Rate Plan</i>: Select this option to assign an existing, standard rate plan to the contract line.</li> <li>• <i>Contract Rate Set</i>: Select this option to assign an existing, contract specific rate set to the contract line.</li> <li>• <i>Contract Rate Plan</i>: Select this option to assign an existing contract specific rate plan to the contract line.</li> </ul> <hr/> <p><b>Note:</b> If using contract-specific rate sets or rate plans, you must first define these rate sets or plans for the specific contract and contract line using the Rate Set (PC_RATE) or Rate Plan (PC_RATE_PLAN) components.</p> <hr/> <p>See “Defining Rate Set Categories, Rate Sets, and Rate Plans” (PeopleSoft Project Costing).</p> |
| <b>Rate Set or Rate Plan</b> | <p>Select a predefined rate set or rate plan or define a new rate set or rate plan to use for transaction pricing for the contract line. Whether you select <i>Rate Set</i>, <i>Contract Rate Set</i>, <i>Rate Plan</i>, or <i>Contract Rate Plan</i> for the <b>Rate Selection</b> option will dictate which field label appears and which rate sets or rate plans can be selected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Rate Set or Rate Plan</b> | <p>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.</p> <p>Whether you select <i>Rate Set</i>, <i>Contract Rate Set</i>, <i>Rate Plan</i>, or <i>Contract Rate Plan</i> for the <b>Rate Selection</b> option determines whether the link appears as <b>Rate Set</b> or <b>Rate Plan</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



## Associated Projects and Activities

| <b>Field or Control</b>                   | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project</b>                            | <p>Select a project to associate to the contract line. For rate-based contract lines, you must associate at least one project and one activity to price transactions for the contract line, as well as bill or recognize revenue for those transactions.</p> <hr/> <p><b>Note:</b> You can add multiple projects to a rate-based contract line. You can add only a single project to an amount-based contract line.</p> <hr/>                                                                                                                                                                                                                       |
| <b>Description</b> (project description)  | Click to review and manage the details of this project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Activity</b>                           | <p>Select an activity to associate with the contract line. After you have assigned an activity to a rate-based contract line, you cannot assign that same activity to any other rate-based contract line.</p> <hr/> <p><b>Note:</b> You can add multiple project and activity combinations to a rate-based contract line. You can add only a single project and activity combination to an amount-based contract line. Projects and activities can be assigned to amount-based contract lines for project tracking and reporting purposes.</p> <hr/>                                                                                                |
| <b>Description</b> (activity description) | Click to review and manage the details of this activity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Target Fee</b>                         | Select this check box to stamp the fee rows created for a cost-plus contract line with the selected project and activity. This data can be viewed in the PeopleSoft Project Costing, Project Transaction table (PROJ_RESOURCE).                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Target Excess</b>                      | <p>Select to indicate that the project and activity is used when the Summary Limits process creates excess and reclaimed rows in the PROJ_RESOURCE table. Only one project and activity can be selected per contract line.</p> <p>The project and activity values that are selected on this page are used in conjunction with the source type, category, and subcategory values selected on the Excess/Reclaim Definition page.</p> <hr/> <p><b>Note:</b> This option appears only if the <b>Summ. Limit for Govt Contracts</b> (summary limit for government contracts) option is selected on the Installation Options - Contracts page.</p> <hr/> |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Create Project</b>   | Click to create a new PeopleSoft Project Costing project for this contract line from the Related Projects page.                                                                                                                                                                                             |
| <b>Create Activity</b>  | Click to create a new PeopleSoft Project Costing activity for this contract line from the Related Projects page.                                                                                                                                                                                            |
| <b>All Activities</b>   | 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 will receive a message stating that only available activities will be added to the contract. This option is only available for rate-based contract lines. |

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## Creating Amendments

After a contract is activated, much of the data that is entered is controlled by amendment processing. A contract amendment is any change made to an active contract by which you are altering the fundamental obligations and entitlements of the contract. An amendment could include modifications to the data contained in the contract entry component, limit changes, changes to withholding terms and conditions, changes to progress payment terms, and so on. By using amendment processing, PeopleSoft Contracts enables you to maintain an audit trail, as well as a historical record, of changes made to the contract throughout its life cycle.

See [Understanding Reviewing Contract Summaries](#).

### Related Links

“Understanding Contracts” (PeopleSoft Contracts)

# Pricing Government Contracts

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## Understanding Pricing Government 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.

Pricing government contracts is similar to the pricing of standard contracts with some exceptions. More specifically, government contracts include functionality to assign cost-plus fee types to rate-based contract lines. See “Understanding Pricing Contracts” (PeopleSoft Contracts).

This section discusses:

- Amount-based pricing.
- Rate-based pricing.
- Contract line changes on a pending contract.

### 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.

For more details see “Understanding Pricing Contracts” (PeopleSoft Contracts)

## Amount-Based Pricing

Amount based pricing for government contracts is similar to amount based pricing for standard contracts. See [Understanding Pricing Contracts \(ADD LINK HERE\)](#). This includes the use of Order Management and the Enterprise Pricer to define list prices for billing and standalone sales prices for revenue. This also includes an allocation the contract's fixed price amount across amount-based contract lines. A contract cannot be set to an active processing status until the fixed price amount has been properly allocated on the Billing and Revenue Allocation pages. For revenue allocation, government contracts can use functionality to automate the allocation of total revenue across contract lines including amount and rate based lines that separate billing and revenue.

After the contract is in an active processing status, any changes to the fixed price amount must be completed using amendment processing.

See [Amending a Contract](#).

## Rate-Based Pricing

Rate-based pricing for *government contracts* is similar to rate-based pricing for *standard contracts* with the exception of cost-plus fees which are applicable for government contracts only. See “Understanding Pricing Contracts” (PeopleSoft Contracts).

This section discusses:

- Defining rate sets for rate-based contract lines.
- Defining rate sets and rate plans for cost-plus contract lines.

Rate-based contract lines are priced using PeopleSoft Project Costing rate sets and rate plans. Rate sets and rate plans can be defined for general use or for a specific contract. Once defined, you assign the rate set or rate plan to the rate-based contract using the Related Projects page.

When defining a rate set, you assign a rate definition type of *Billing*, *Cost*, *Cost/Billing*, or *Revenue*. This determines the type of pricing that is performed for the contract line transactions. When transactions are priced, indirect costs are calculated using the costing rate set, billable rows are created using the billing rate set, and if separate revenue rates are defined, then revenue rows are created using the revenue rate set.

### Defining Rate Sets and Rate Plans for Rate-Based Contract Lines

After you define the rate set, you assign the rate set to the contract line on the Related Projects page. Source transactions (such as cost transactions) are priced creating billing and revenue rows based on the criteria and target analysis type defined in the rate set. To use multiple rate sets on a contract line, you must first define your rate sets, and then combine them onto a rate plan. The order that the rate sets are entered onto the rate plan is the same order that the system uses to perform pricing, enabling you to create rate stacking in situations where it is needed. The rate plan is assigned to the contract line on the Related Projects page, and enables you to implement as complex a pricing structure as you require.

### Defining Rate Sets and Rate Plans for Cost-Plus Contracts Lines

Pricing rate-based contract lines with a cost plus fee type (*Fixed*, *Award*, *Incentive* or *Other* ) is similar to pricing non-cost-plus rate-based contract lines. Cost-plus contract lines often require a more complex rate structure with greater likelihood that you will need to define rate sets with rate definition types of *Billing*, *Cost*, *Cost/Billing*, and *Revenue* too if the contract separates as-incurred billing and revenue.

See “Understanding Variance Pricing” (PeopleSoft Project Costing).

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

## Contract Line Changes on a Pending Contract

Changing contract lines for a government contract is similar to that for a standard contract. Your ability to make changes to the pricing structure is controlled by the processing status of the contract.

If the contract is in a *Pending* processing status, you can delete or add contract lines, change your Billing and Revenue Allocation and assign different rate sets or rate plans to your rate-based contract lines.

Once the contract is in an *Active* processing status, most contract changes are made using amendment processing. Changes to rate sets and rate plans for rate-based contract lines can be made outside of amendment processing.

See [Understanding Reviewing Contract Summaries](#).

## Pricing Amount-Based Contract Lines

This section discusses how to allocate billing and revenue amounts to contract lines. Identifying billing and revenue amounts for government contracts is similar to that used for standard contracts.

### Page Used to Price Amount-Based Contract Lines

| <i>Page Name</i>                        | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Billing Allocation Page</a> | 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. |
| <a href="#">Revenue Allocation Page</a> | 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.                                                         |
| <a href="#">Price Adjustments Page</a>  | CA_PRC_ADJ_PNL         | Document the reasons for any differences between total billing and total revenue on the contract.                                                                                                                                                                                                                                                                                                                               |

### 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. 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.

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.

**Billing Allocation** | Revenue Allocation

Contract: GOVT\_SUPPORT      Sold To Customer: 1001      [Apex Systems](#)  
 Business Unit: US001      Currency: USD      Contract Admin: Angelini, Gina

---

**Contract Billing** ?

Total Billing: 95,000.00      Unallocated Billing: 0.00

**Fixed Billing** ?

Fixed Billing: 80,000.00      Unallocated Fixed Billing: 0.00  
 Inclusive Prepaids: 0.00  
 Net Fixed Billing: 80,000.00      Allocation: Complete

[Recalculate](#)

**Contract Line Pricing** ?

| Retrieve Billing Price   | Line | Product      | Bundle    | Price Type | Quantity | Extended Price | Awarded Cost | Billing Limit | Billing Amount | Limit Check | Related Revenue Amount | Simulate Billing Pricing | Actions   |
|--------------------------|------|--------------|-----------|------------|----------|----------------|--------------|---------------|----------------|-------------|------------------------|--------------------------|-----------|
| <input type="checkbox"/> | 1    | FIN-CA       | LICENSE   | Amount     | 1.0000   | 80,000.00      |              |               | 80,000.00      |             | ?                      | Simulate Billing Pricing | ▼ Actions |
| <input type="checkbox"/> | 3    | CONS-INSTALL | INSTALL   | Rate       | 1.0000   |                | 5,000.00     | 5,000.00      |                | Limit Check | ?                      |                          | ▼ Actions |
| <input type="checkbox"/> | 4    | CONS-DESIGN  | IMPLEMENT | Rate       | 1.0000   |                | 10,000.00    | 10,000.00     |                | Limit Check | ?                      |                          | ▼ Actions |

☒ Select All      ☐ Clear All      [Recalculate](#)

**Line Totals** ?

|                      |           |                   |           |
|----------------------|-----------|-------------------|-----------|
| Billing Amount       | 80,000.00 | Recurring Billing | 0.00      |
| Discounts/Surcharges | 0.00      | Billing Limit     | 15,000.00 |
|                      |           | Total Billing     | 95,000.00 |

Prepays  
[Return to General Information](#)

**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.

## Contract Billing

| Field or Control           | Description                                                                                                                                                                                                                                                                                                                        |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Billing</b>       | Enter the total contract price for billing for all types of contract lines.                                                                                                                                                                                                                                                        |
| <b>Unallocated Billing</b> | 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

| <b>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Billing</b>             | 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 <i>Complete</i> 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.                                                                                                                                                                                                            |
| <b>Net Fixed Billing</b>         | Displays the net billing amount for amount and percent based lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Unallocated Fixed Billing</b> | 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 <i>Completed</i> .                                                                                                                                                                                                                                                  |
| <b>Inclusive Prepaids</b>        | <p>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.</p> <p>Prepaids not factored into the original contract price are referred to as noninclusive 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.</p> |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Allocation</b>       | <p>The system calculates the status of the fixed billing amount allocations. Values include:</p> <ul style="list-style-type: none"> <li>• <i>Incomplete</i>: This value appears by default and indicates that amount allocation has not been completely performed.</li> <li>• <i>Complete</i>: This value appears once you have fully allocated the fixed billing amount across all eligible amount and percent based contract lines.</li> </ul> <hr/> <p><b>Note:</b> 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 <i>Complete</i> before the contract can be activated. This is not necessary for contracts with only rate-based lines.</p> <p>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 <i>Complete</i>.</p> <hr/> |
| <b>Recalculate</b>      | <p>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 <i>complete</i> or <i>incomplete</i> based on the Unallocated Fixed Billing value.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## 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.

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**Note:** All types of contract lines are part of this page, including, amount, percent, and rate. 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.

---



| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retrieve Billing Price</b> | Applicable for amount based lines, select this check box to reprice the contract line. When you select this option and click the <b>Recalculate</b> 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 <b>Extended Price</b> , <b>Billing Amount</b> , <b>Billing Discounts/Surcharges</b> , and <b>Net Billing amount</b> 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. |
| <b>Line</b>                   | Displays the contract line number assigned to the contract line when it was added to the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Product</b>                | Displays the product identifier associated with the product on the Product Definition page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Bundle</b>                 | Used for grouping related contract lines displays the bundle name assigned to the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Price Type</b>             | Displays the price type associated with the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Quantity</b>               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Extended Price</b>         | Displays the list price multiplied by quantity for amount-based contract lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Billing Amount</b>         | Applicable for amount based lines, enter a price for billing. By default, the Billing Amount is set to the List Price that you define for the product multiplied by the quantity, but can be overridden. The Billing Amount for a percent-based line is calculated and display-only.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Awarded Cost</b>           | Applicable for rate based contract lines, enter the awarded cost value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Billing Limit</b>          | Applicable for rate based lines, enter the billing limit for the line. The billing limit cannot exceed the Awarded Cost.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Related Revenue Amount</b>   | <p>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, and rate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Limit Check</b>              | <p>Applicable for rate based contract lines, click to perform limit check for the contract line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Simulate Billing Pricing</b> | <p>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.</p> <hr/> <p><b>Note:</b> This link is available only for amount based contract lines.<br/>See “Understanding the Pricing Simulator” (PeopleSoft Enterprise Pricer)</p> <hr/>                                                                                                                                                                                                                                                                                                                                        |
| <b>Actions</b>                  | <p>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:</p> <ul style="list-style-type: none"> <li>• <b>Review Limits:</b> Available for rate based contract lines on all contract classifications except internal. Select to navigate to the Review Limits page.</li> <li>• <b>Related Projects:</b> Available for amount based contract lines on Government contracts.</li> <li>• <b>Contract Amounts:</b> Available for rate based contract lines on government contracts. Select to navigate to the Contract Amounts page.</li> <li>• <b>Transaction Limits:</b> Available for rate based contract lines on all contract classifications except internal.</li> <li>• <b>Billing Plan:</b> Available for all contract lines. Select to navigate to the Bill Plan page. Bill plan must be assigned for this action to be visible.</li> </ul> |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recalculate</b>      | 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 <i>complete</i> or <i>incomplete</i> based on the Unallocated Fixed Billing value. It recalculates the billing amount on an amount based contract line if the Reprice check box was checked on the contract line. It also recalculates the fields 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.

| <b>Field or Control</b> | <b>Description</b>                                                                 |
|-------------------------|------------------------------------------------------------------------------------|
| <b>Billing Amount</b>   | Displays the total billing amount for all amount and percent based contract lines. |
| <b>Billing Limit</b>    | Displays the total billing limit for all rate based contract lines.                |
| <b>Total Billing</b>    | Displays the total billing amount and billing limits for all contract lines.       |

## Revenue Allocation Page

Use the Revenue Allocation page (CA\_PRICING\_REV\_PNL) to identify the total revenue amount on the contract as well as to allocate that amount across contract lines. You can select an automated allocation of revenue using the product's extended price as a basis for a relative allocation or choose to update the revenue amounts manually. 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 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.

Navigation:

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

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

**Contract Revenue**

Contract: GOVT\_SUPPORT Sold To Customer: 1001 Apex Systems  
 Business Unit: US001 Currency: USD Contract Admin: Angelini, Gina

Total Billing: 95,000.00 Total Revenue: 85,000.00 Documented Price Adjustment: 2,000.00  
 \*Revenue Allocation: Manual Unallocated Revenue: -10,000.00 Action Required

**Fixed Revenue**

Fixed Revenue: 85,000.00 Unallocated Fixed Revenue: 0.00  
 Net Fixed Revenue: 85,000.00 Inclusive Prepays: 0.00  
 Allocation: Complete Recalculate

**Contract Line Pricing**

| Retrieve Revenue Price   | Line | Product      | Bundle    | Price Type | Quantity | Extended Revenue Price | Awarded Cost | Revenue Limit | Revenue Amount | Limit Check | Related Billing Amount              | Simulate Revenue Pricing | Actions |
|--------------------------|------|--------------|-----------|------------|----------|------------------------|--------------|---------------|----------------|-------------|-------------------------------------|--------------------------|---------|
| <input type="checkbox"/> | 1    | FIN-CA       | LICENSE   | Amount     | 1.0000   | 0.00                   |              |               | 85,000.00      |             | <input checked="" type="checkbox"/> | Simulate Revenue Pricing | Actions |
| <input type="checkbox"/> | 3    | CONS-INSTALL | INSTALL   | Rate       | 1.0000   | 0.00                   | 5,000.00     | 5,000.00      |                | Limit Check | <input checked="" type="checkbox"/> | Simulate Revenue Pricing | Actions |
| <input type="checkbox"/> | 4    | CONS-DESIGN  | IMPLEMENT | Rate       | 1.0000   | 0.00                   | 10,000.00    | 5,000.00      |                | Limit Check | <input checked="" type="checkbox"/> | Simulate Revenue Pricing | Actions |

☒ Select All ☐ Clear All Recalculate

**Line Totals**

|                      |           |                   |           |                        |           |
|----------------------|-----------|-------------------|-----------|------------------------|-----------|
| Revenue Amount       | 85,000.00 | Recurring Revenue | 0.00      | Extended Revenue Price | 0.00      |
| Discounts/Surcharges | 0.00      | Revenue Limit     | 10,000.00 | Total Revenue          | 95,000.00 |

Prepays  
 Return to General Information

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Billing</b>               | Displays the total billing amount from the Billing Allocation page. It can be edited on the Billing Allocation page.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total Revenue</b>               | <p>Enter the total contract price for revenue for all types of contract lines. On many contracts, Total Revenue will match Total Billing, but this is not always the case and is not required.</p> <p><b>Note:</b> 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.</p> |
| <b>Documented Price Adjustment</b> | Click the link to access the Price Adjustments page. Use this page to document the reasons for any differences between Total Billing and Total Revenue.                                                                                                                                                                                                                                                                                                                                       |

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Allocation</b>  | <p>Select one of the values from the drop-down list:</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <hr/> <p><b>Note:</b> This option cannot be selected if the contract has header or line level discounts/surcharges or if the contract has percent based contract lines.</p> <hr/> <ul style="list-style-type: none"> <li>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 <i>Manual</i> option is displayed and cannot be changed. In this scenario, all revenue values are programmatically set to the values used for billing.</li> </ul> |
| <b>Unallocated Revenue</b> | 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

| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Revenue</b>     | <p>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 <i>Complete</i> 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.</p> <p>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.</p> |
| <b>Net Fixed Revenue</b> | Displays the net revenue amount for amount and percentage based lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| <b>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unallocated Fixed Revenue</b> | 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 <i>Complete</i> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Inclusive Prepaids</b>        | <p>Displays the sum of all inclusive prepaids for the contract and used to calculate the unallocated fixed revenue.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Allocation</b>                | <p>The system calculates the status of the fixed revenue amount allocation upon clicking on Recalculate button. Values include:</p> <ul style="list-style-type: none"> <li>• <i>Incomplete</i>: This value appears by default and indicates that amount allocation has not been completely performed.</li> <li>• <i>Complete</i>: This value appears once you have fully allocated the fixed revenue amount across eligible amount and percent based contract lines.</li> </ul> <hr/> <p><b>Note:</b> 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.</p> <hr/> <p><b>Note:</b> 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 <i>Complete</i> before the contract can be activated. This is not necessary for contracts with only rate-based lines.</p> <hr/> |
| <b>Recalculate</b>               | 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 <i>Complete</i> or <i>Incomplete</i> based on the unallocated fixed revenue value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Contract Line Pricing

All types of contract lines should be included on this page. Columns displayed depend on the price types of the contract lines with only applicable columns being shown. 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.

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retrieve Revenue Price</b> | <p>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.</p> <p>If the Revenue Allocation is <i>Manual</i> then the revenue amount and revenue limit values are replaced by the updated extended revenue price.</p> <p>If the Revenue Allocation is <i>Auto</i> 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.</p> |
| <b>Line</b>                   | Displays the contract line number assigned to the contract line when it was added to the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Product</b>                | Displays the product identifier associated with the product on the Product Definition page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Bundle</b>                 | Used for grouping related contract lines, displays the bundle name assigned to the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Price Type</b>             | Displays the price type associated with the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quantity</b>               | <p>Displays the quantity associated with the contract line. This value cannot be edited and will match the value on the Billing Allocation page. It can be modified on the Billing Allocation page only.</p> <hr/> <p><b>Note:</b> This field is not applicable for percent and rate based contract lines.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Extended Revenue Price</b> | <p>Displays the revenue price multiplied by quantity for amount and rate-based contract lines.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Relative Percentage</b>    | <p>Displays the contract line's relative percentage to the total and is display only. This field is visible only if Revenue Allocation is <i>Auto</i>. 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Suggested Revenue</b>      | <p>Displays the suggested revenue and is display only. This field is visible only if Revenue Allocation is <i>Auto</i>. 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:</p> <ul style="list-style-type: none"> <li>• (Total Revenue minus contract line amounts (and limits) specified as an override) Multiplied by Relative Percentage.</li> <li>• Suggested Revenue defaults to the revenue amount and revenue limit fields and cannot be edited.</li> </ul> <p>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.</p> |



| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Override Revenue</b> | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Revenue Amount</b>   | <p>Applicable for amount based lines, the revenue amount works as follows:</p> <ul style="list-style-type: none"> <li>• For newly added contract lines, defaults from the extended revenue price.</li> <li>• 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.</li> <li>• For automated allocations, defaults from the suggested amount.</li> <li>• For automated allocations where the contract line is set to override, the revenue amount is updated manually.</li> <li>• For contracts where the Separate Fixed Billing and Revenue check box is not selected on the contract, programmatically set to match the billing amount.</li> </ul> <hr/> <p><b>Note:</b> If the Revenue Allocation is set to <i>Manual</i> 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 <i>Auto</i> where the contract line is set to Override Revenue, any previously entered revenue amounts would be updated with extended revenue price.</p> <hr/> |
| <b>Awarded Cost</b>     | <p>Applicable for rate based contract lines and always display only, the amount can be edited on the Billing Allocation page.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Limit</b>            | <p>Applicable for rate based lines, enter the revenue limit for the line. This field is display only and the value for this field will default from the billing limit field on the billing allocation page if the Separate As Incurred Billing and Revenue check box is not selected on the contract.</p> <p>Revenue Limit is applicable for all Rate based contract lines except on Internal contracts.</p>                                                                                                                                                                                                                                        |
| <b>Related Billing Amount</b>   | <p>Hover over this field to view the billing amount for the contract line. Applicable for all contract line types including amount, percent, and rate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Limit Check</b>              | <p>Applicable for rate based contract lines, click to perform limit check for the contract line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Simulate Revenue Pricing</b> | <p>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 <i>RP</i> 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.</p> <hr/> <p><b>Note:</b> This link is available only for amount and rate based contract lines.</p> <hr/> |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actions</b>          | <p>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:</p> <ul style="list-style-type: none"> <li>• <b>Review Limits:</b> Available for rate based contract lines on all contract classifications except internal. Select to navigate to the Review Limits page.</li> <li>• <b>Related Projects:</b> Available for amount based contract lines on Government contracts.</li> <li>• <b>Contract Amounts:</b> Available for rate based contract lines. Select to navigate to the Contract Amounts page.</li> <li>• <b>Transaction Limits:</b> Available for rate based contract lines on all contract classifications except internal.</li> <li>• <b>Revenue Plan:</b> Available for all contract lines. Select to navigate to the Revenue Plan page. Revenue plan must be assigned for this action to be visible.</li> </ul> |
| <b>Recalculate</b>      | <p>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 <i>Complete</i> or <i>Incomplete</i> based on the Unallocated Fixed Revenue value.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## 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.

| <b>Field or Control</b> | <b>Description</b>                                                                 |
|-------------------------|------------------------------------------------------------------------------------|
| <b>Revenue Amount</b>   | Displays the total revenue amount for all amount and percent based contract lines. |
| <b>Revenue Limit</b>    | Displays the total revenue limit amount for all rate based contract lines.         |
| <b>Total Revenue</b>    | Displays the total revenue amount and revenue limits for all contract lines.       |

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.

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.

Price Adjustments

Contract

GOVT\_SUPPORT

Currency

USD

Total Billing

95,000.00

Total Revenue

85,000.00

Price Adjustment

10,000.00

Documented Price Adjustment

0.00

Undocumented Price Adjustment

10,000.00

Attachments

Price Adjustments

Personalize | Find |   First 1 of 1 Last

| Adjustment Reason Code | Description               | Adjustment Type | Amount | Comments |
|------------------------|---------------------------|-----------------|--------|----------|
| 1 COLLECTION           | Expected Collection Issue | Amount          | 2000   | Comments |

OK

Cancel

| 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: <ul style="list-style-type: none"><li>Amount</li><li>Percent</li></ul>                                                                                                                                                                                                           |
| 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.                                                                                                                                                                                                                                                                                       |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Comments</b>         | Click to open the Price Adjustment Code Comments modal window and enter a detailed description of the price adjustment.                                                                                                                                                                                                           |
| <b>Attachments</b>      | <p>Click to attach any relevant pricing documents.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/> |

## Pricing Rate-Based Contract Lines

This section discusses how to define rate sets, define rate set targets, and define rate plans.

### Pages Used to Price Rate-Based Contracts

| <b>Page Name</b>                        | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                        |
|-----------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Rate Sets Page</a>          | PC_RATE_DTL            | Define the source criteria that is used to select the transactions from feeder systems to which the defined rate pricing structure will be applied. |
| <a href="#">Rate Sets - Target Page</a> | PC_RATE_DTL_LN         | Define target data for rate set source rows.                                                                                                        |
| <a href="#">Rate Plans Page</a>         | PC_RATE_PLANS          | Create any combination of cost, billing, and revenue rate sets together to perform complex pricing scenarios.                                       |

### Rate Sets Page

Use the Rate Sets page (PC\_RATE\_DTL) to define the source criteria that is used to select the transactions from feeder systems to which the defined rate pricing structure will be applied.

Navigation:

- **Customer Contracts > Contracts Center > Definitions > Setup PC Rate Sets CA**
- **Setup Financials/Supply Chain > Product Related > Contracts > Templates > Setup PC Rate Sets CA**

- **Setup Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets**

| <b>Field or Control</b>     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Business Unit</b>        | Displays the PeopleSoft Project Costing business unit. This is a required field and must be entered when creating a new rate set.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Rate Set Type</b>        | <p>Displays the type of rate set. Values include:</p> <ul style="list-style-type: none"> <li>• <i>Standard</i>: When defining a rate set, select <i>Standard</i> for the rate set type to make this rate set generally available for pricing all contract types.</li> <li>• <i>Contract</i>: When defining a rate set, select <i>Contract</i> to limit the rate set for use in pricing a specific contract line.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Rate Definition Type</b> | <p>Identify the types of rates in a rate set by entering the rate definition type. Rate definition types indicate to the system to use the rate set to create indirect costs from direct costs, price transactions for billing, or price transactions for revenue. Rate definition types are used to stack rate sets for more complex pricing scenarios. Select from one of the following rate definition types:</p> <ul style="list-style-type: none"> <li>• <i>Billing</i>: Select to calculate billable rows to pass to PeopleSoft Billing for invoice generation.</li> <li>• <i>Cost</i>: Select for rates that are used to track and calculate contract, project, and indirect costs. You must define a costing rate set to calculate indirect costs for cost-plus contract lines.</li> <li>• <i>Cost/Billing</i>: Select to create cost and billing target rows.</li> <li>• <i>Revenue</i>: Select to calculate revenue recognition rows to pass to PeopleSoft General Ledger. This rate definition type is only available if the <b>Separate Billing and Revenue</b> check box is selected on the Installation Options - Contracts page. This option is only used with cost-plus contact lines.</li> </ul> <hr/> <p><b>Note:</b> The rate definition type can be changed after saving the page. However, the target analysis type must adhere to the selected rate definition type.</p> <hr/> |

See “Rate Sets Page” (PeopleSoft Project Costing).

## Rate Sets - Target Page

Use the Rate Sets - Target page (PC\_RATE\_DTL\_LN) to define target data for rate set source rows, and access the Rate Variance History page to define variance rates for costing rate sets.

Navigation:

- Click the **Target** link on a source row on the Rate Sets page.
- Setup Financials/Supply Chain, Product Related, Contracts, Templates, Rate Sets, Target
- **Setup Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets > Target**

The Rate Sets - Target page enables you to enter the target definitions for the source rows that you defined on the Rate Sets page. One source transaction row can have multiple target definition rows associated with it to enable you to track costs, indirect costs, billable rows, and so on depending on the type of rate set that you are defining.

See “Rate Sets - Target Page” (PeopleSoft Project Costing).

## Rate Plans Page

Use the Rate Plans page (PC\_RATE\_PLANS) to create any combination of cost, billing, and revenue rate sets together to perform complex pricing scenarios for your cost-plus contract lines.

Revenue rate sets can only be defined if the Separate Billing and Revenue check box on the Installation Options-Contracts page is selected.

Navigation:

- **Setup Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Plans**
- **Project Costing > Project Costing Center > Configuration Pricing Structure > Rate Plans**

See “Rate Plans Page” (PeopleSoft Project Costing).





# Creating and Managing Limits

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## Understanding Limits

Government contractors bill and recognize revenue for their contracts according to terms and conditions specified by the government. Once funding is received for a contract, the contractor may bill or recognize revenue for a specified amount over the duration of the contract within a specified date range (referred to as the Period of Performance, or POP). Although any costs incurred during the completion of the contract must be tracked and managed, the contractor may only be able to bill or recognize revenue for a portion of those costs depending on the terms of the contract. PeopleSoft Contracts uses limit processing to enable you to set limits on the amount billed, revenue recognized, or fees processed for a government contract, as well as to enable you to set limits on specific transactions (such as labor, materials, or travel) that occur against a government contract.

This section discusses:

- Funding and revenue limits.
- Transaction limits.

## Funding and Revenue Limits

PeopleSoft Contracts enables you to define funded limits and revenue limits for your rate-based contract lines and fee limits for lines associated with a fee type (cost-plus). You can define period of performance controls and determine whether the system should enforce those controls for billing and limit processing by contract line.

The funded/billing limit is the maximum amount that you can bill on your rate-based contract lines. If the Separate As Incurred Billing and Revenue option is selected on the contract, then a separate revenue limit amount is defined that represents the maximum amount of revenue that can be recognized. Fee limits are also defined for contract lines associated with a fee type (cost-plus). After you define your limits and the contract is active, you perform limit changes using amendment processing.

Funded and revenue limit amounts are visible on the contract header and line, and you can also view and manage them using the Limits Review online inquiry page. Any changes made to the limits over the life of the contract must be made at the contract line level.

## Transaction Limits

The funded and revenue limit amounts defined for a government contract line represent the maximum amounts that can be billed and recognized as revenue for that line. In addition, limits can be defined for a subset of transactions on the contract line such as travel, labor, or materials. PeopleSoft Contracts enables you to set up transaction-level limits, in addition to overall funded and revenue limits. Transaction limits enable you to apply limit amounts to one or multiple subsets of transactions on a contract line.

Transaction limits consist of the following main elements:

- Transaction identifiers.
- Transaction limit amounts and sequence numbers.

## Transaction Identifiers

Transaction identifiers can be configured 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 funded and revenue limit. Transactions not meeting the criteria for a transaction identifier are included in the contract line funded 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.

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## 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 considers transaction level limits first, and then funded 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 funded 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.

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## Transaction Limit Processing Examples

Transaction limits enable you to define a limit on one or more subsets of transactions on single rate-based contract line. The following example describes the steps and processing for a multilimit overlapping scenario using a transaction limit for overall travel and a second transaction limit on air travel.

**Note:** This example assumes that the **Split to Match Limit Exactly** check box is selected and the **Separate As Incurred Billing and Revenue** check box is deselected (so that no revenue limits exist) on the Contract.

Similar processing will happen for revenue (REV) rows if Separate As Incurred Billing and revenue check box is selected on the Contract.

1. Define transaction identifiers to include limits for airfare and travel:

| <i>Transaction Identifier</i> | <i>Source Type</i> | <i>Category</i> | <i>Subcategory</i> |
|-------------------------------|--------------------|-----------------|--------------------|
| AIRFARE                       | TRAVL              | AIR             | %                  |
| TRAVEL                        | TRAVL              | %               | %                  |

2. Define two transaction limits for the rate-based contract line:

| <i>Transaction Identifier</i> | <i>Description</i> | <i>Limit Amount</i> | <i>Use Sequence</i> |
|-------------------------------|--------------------|---------------------|---------------------|
| AIRFARE                       | AIRFARE            | 10,000 USD          | 1                   |
| TRAVEL                        | TRAVEL             | 15,000 USD          | 2                   |

3. An expense transaction for airfare is submitted against the contract line, and contains the following details:

| <i>Source Type</i> | <i>Category</i> | <i>Amount</i> |
|--------------------|-----------------|---------------|
| TRAVL              | AIR             | 16,000 USD    |

4. When the transaction is priced, the Limits process (CA\_LIMIT) is called.

The Limits process applies the transaction to the first transaction limit amount with Use Sequence number 1, splits the transaction into two, one for 10,000 USD that passes the first limit and a second for 6,000 USD that is over the limit, and passes the over-the-limit transaction to PeopleSoft Project Costing:

| <b>Transaction Identifier</b> | <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Quantity</b> | <b>Unit of Measure</b> | <b>Source Amount</b> | <b>Source Currency</b> |
|-------------------------------|----------------------|--------------------|-----------------|-----------------|------------------------|----------------------|------------------------|
| AIRFARE                       | OLT                  | TRAVL              | AIR             | 1               | EA                     | 6,000                | USD                    |

5. The system applies the passed transaction to the second transaction limit amount with Use Sequence number 2, and passes the following results to PeopleSoft Project Costing:

| <b>Transaction Identifier</b> | <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Quantity</b> | <b>Unit of Measure</b> | <b>Source Amount</b> | <b>Source Currency</b> |
|-------------------------------|----------------------|--------------------|-----------------|-----------------|------------------------|----------------------|------------------------|
| AIRFARE                       | BIL                  | TRAVL              | AIR             | 1               | EA                     | 10,000               | USD                    |

6. The billable (BIL) row is passed to PeopleSoft Billing, and the over-the-limit (OLT) row remains in PeopleSoft Project Costing for reporting and analysis.

If the Airfare travel limit amount is subsequently increased, the OLT transaction row can be reprocessed and a BIL row is created for it if the limit is sufficient to pass the transaction.

Because the system processes transaction limits in the order specified by the Use Sequence, the system produces different results if the Use Sequence of the transaction limits were reversed. In this example, if the Travel transaction limit is set to the first Use Sequence, and the Airfare transaction limit is set to the second Use Sequence, then when the 16,000 USD airfare expense is processed, the system produces the following results:

| <b>Transaction Identifier</b> | <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Quantity</b> | <b>Unit of Measure</b> | <b>Source Amount</b> | <b>Source Currency</b> |
|-------------------------------|----------------------|--------------------|-----------------|-----------------|------------------------|----------------------|------------------------|
| TRAVEL                        | OLT                  | TRAVL              |                 | 1               | EA                     | 1,000                | USD                    |
| AIRFARE                       | OLT                  | TRAVL              | AIR             | 1               | EA                     | 5,000                | USD                    |
| AIRFARE                       | BIL                  | TRAVL              | AIR             | 1               | EA                     | 10,000               | USD                    |

Because the Travel limit is specified as the first limit, the system applies the 16,000 USD transaction to that limit, which results in the system creating a 15,000 USD BIL row and a 1,000 USD OLT row for the transaction identifier of Travel. Then, the system applies the 15,000 USD BIL transaction that passed the first limit to the Airfare limit, resulting in another OLT row for 5,000 USD for the transaction identifier of Airfare, and a final 10,000 USD billable row.

The system applies the transaction to both the Travel and Airfare limits because the transaction contains the PeopleSoft Project Costing ChartField values that match the limit definitions.

## Understanding Summary Limits

Summary limits can be used to summarize the amounts that are passed to PeopleSoft Billing and to PeopleSoft General Ledger for revenue. Summary limits can be used only on government contracts.

To use summary limits, you must:

- Select the **Summ. Limit for Govt Contracts** (summary limit for government contracts) option on the Installation Options - Contracts page.

When this option is selected, the Limits process (CA\_LIMITS) operates differently than it does when this option is not selected. From this point forward, when the **Summ. Limit for Govt Contracts** option is selected the Limits process is referred to as the *summary limits process*.

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**Note:** When you select the **Summ. Limit for Govt Contracts** option for government contracts, the Split To Match Limits option does not apply to excess summary rows. The option is available for all other contract classifications.

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- Define the public voucher number (PVN) generation level on the Business Unit - Defaults page for contracts.

The PVN generation level value is used by the system to generate a PVN, which is printed on the billing invoice.

The PVN generation level that is defined at the business unit level can be overridden on the Contract Header - Billing Options page.

- (Optional) Define the source type, category, and subcategory for the excess type.

These values can be defined for each billable and revenue line that generates an excess amount and a reclaimed amount at the transaction level and line level. This is defined on the Excess/Reclaim Definition page.

- Select the **Target Excess** check box on one project and activity for each contract line where limits are imposed.

Do this on the Related Projects page for the contract line.

An excess amount is generated when the summarized billing or revenue transactions exceed the specified transaction limit or contract line limit. The amount in excess is displayed on the Excess tab of the Review Limits page and on the Limit Details page. When the contract line amount is billed, the costs are summarized and categorized on the invoice. Amounts in excess are included on the invoice as a reduction of the total amount calculated.

The summary limits process generates one transaction for the difference between what the excess amount should be compared to what the excess amount is. In other words, the current excess amount is equal to the current inception to date (ITD) excess amount minus the previous ITD excess amount.

When limits are exceeded on a non-government contract, the Limits process (CA\_LIMITS) creates rows with an analysis type of over-the-limit for billing (OLT) in PROJ\_RESOURCE. Over-the-limit for revenue (ROL) is also created if the contract separates as incurred billing and revenue. However, the summary limits for government contracts process does the following:

- Creates rows with an analysis type of billing (BIL) or revenue (REV) in PROJ\_RESOURCE.

The full amount is used to generate billing and revenue including amounts that are over the limit.

- Additional rows are generated in PROJ\_RESOURCE for the amount in excess, and the **Amount In Excess Flag** field in PROJ\_RESOURCE is set to *Y*.
- The source type, category, and subcategory values defined on the Excess/Reclaim Definition page, are used when generating the excess and reclaimed rows in PROJ\_RESOURCE.

Excess and reclaimed transactions are not selected for pricing and repricing; therefore, they have a system source value of CAX in PROJ\_RESOURCE.

## Transaction Level Limits

If you are using line level limits and transaction level limits, the transaction level limits are always checked before the line level limits. When transaction level limits are exceeded, the excess row is identified with a transaction identifier in the TXN\_LMT\_TRANS\_ID field in the PROJ\_RESOURCE table.

## Example 1: Line Level Summary Limits

Line level limits enable you to impose a billing limit on a contract line. A separate revenue limit is identified if the contract separates as incurred billing and revenue. This example describes the steps and processing for a line level limit scenario.

### Setup

The system is defined in the following way:

- The **Summ. Limit for Govt Contracts** (summary limit for government contracts) option is selected on the Installation Options - Contracts page.
- The target excess type for billable line level amount in excess (Bil Ln Lvl Amount in Xs) is defined in the following way: **Source Type** is *EXCES*, **Category** is deselected, and **Subcategory** is blank.
- The target excess type for billable line level amounts that are reclaimed (Bil Ln Lvl Reclaimed Amt in Xs) is defined in the following way: **Source Type** is *RECLM*.

### Contract Transaction

Define the contract transaction:

- Create a contract with one rate-based contract line.
- Associate a project and an activity with the contract line.
- Set the contract line level limit to 5000 USD.
- Select the **Target Excess** check box for the project and activity.

### Project Transaction

Create a transaction in PeopleSoft Project Costing:

| <b>Category</b> | <b>Amount</b> |
|-----------------|---------------|
| Labor           | 8000          |
| Material        | 5000          |

## Summary Limits Processing

These rows are created in PROJ\_RESOURCE:

| <b>Analysis Type</b> | <b>Category</b> | <b>Amount</b> | <b>Currency</b> | <b>Amount in Excess Flag</b> | <b>Project</b> | <b>Activity</b> | <b>Resource Type</b> |
|----------------------|-----------------|---------------|-----------------|------------------------------|----------------|-----------------|----------------------|
| BIL                  | LABOR           | 8000          | USD             | NA                           | NA             | NA              | NA                   |
| BIL                  | MATERIAL        | 5000          | USD             | NA                           | NA             | NA              | NA                   |
| <i>BIL</i>           | NA              | <i>-8000</i>  | <i>USD</i>      | <i>Y</i>                     | <i>AA</i>      | <i>II</i>       | <i>EXCES</i>         |

**Note:** *NA* indicates that the field is not applicable.

## Contracts to Billing Processing

The Contracts to Billing Interface process (CA\_BI\_INTFC) sends the billable (BIL) rows to the Billing interface table (INTFC\_BI) for the full amount.. The –8000 amount is sent to offset the amount that is in excess.

The process assigns a billable amount in excess (BAE) line type to the rows that have *Y* in the **Amount in Excess Flag** field in the PROJ\_RESOURCE table.

The BAE rows are available to be passed to the general ledger and accounts receivable, depending on the accounts receivable setup.

## Billing to Project Costing Processing

When the Billing to Project Costing process (PC\_BI\_TO\_PC) runs, the Analysis Type field in PROJ\_RESOURCE is updated to billed (BLD):

| <b>Analysis Type</b> | <b>Category</b> | <b>Amount</b> | <b>Currency</b> | <b>Amount in Excess Flag</b> | <b>Project</b> | <b>Activity</b> | <b>Resource Type</b> |
|----------------------|-----------------|---------------|-----------------|------------------------------|----------------|-----------------|----------------------|
| BLD                  | LABOR           | 8000          | USD             | NA                           | NA             | NA              | NA                   |
| BLD                  | MATERIAL        | 5000          | USD             | NA                           | NA             | NA              | NA                   |

| <b>Analysis Type</b> | <b>Category</b> | <b>Amount</b> | <b>Currency</b> | <b>Amount in Excess Flag</b> | <b>Project</b> | <b>Activity</b> | <b>Resource Type</b> |
|----------------------|-----------------|---------------|-----------------|------------------------------|----------------|-----------------|----------------------|
| BLD                  | NA              | -8000         | USD             | Y                            | AA             | 11              | EXCES                |

**Note:** *NA* indicates that the field is not applicable.

## Funding Is Increased

If additional funding is received for the contract, the contract is amended and the limit is increased. For this example, the funding is increased from 5000 USD to 6000 USD.

When the summary limits process runs, as a standalone process or as a part of the Pricing/Re-Pricing process, a row is added to PROJ\_RESOURCE:

| <b>Analysis Type</b> | <b>Category</b> | <b>Amount</b> | <b>Currency</b> | <b>Amount in Excess Flag</b> | <b>Reclaimed from OL Flag</b> | <b>Project</b> | <b>Activity</b> | <b>Resource Type</b> |
|----------------------|-----------------|---------------|-----------------|------------------------------|-------------------------------|----------------|-----------------|----------------------|
| BLD                  | LABOR           | 8000          | USD             | NA                           | NA                            | NA             | NA              | NA                   |
| BLD                  | MATERIAL        | 5000          | USD             | NA                           | NA                            | NA             | NA              | NA                   |
| BLD                  | NA              | -8000         | USD             | Y                            | NA                            | AA             | 11              | EXCES                |
| <i>BIL</i>           | NA              | <i>1000</i>   | NA              | NA                           | <i>Y</i>                      | AA             | 11              | RECLM                |

**Note:** *NA* indicates that the field is not applicable.

## Contracts to Billing Process After Funding Is Increased

The process assigns a reclaimed amount in the excess (RAE) line type to the rows that have a *Y* in the **Reclaimed Flag** field in the PROJ\_RESOURCE table.

**Note:** Processing amounts that are over-the-limit for revenue is similar to that used for billing except that REV analysis type is used instead of BIL and BLD and the source types, categories and subcategories on the over-the-limit rows can be separately configured.

## Example 2: Transaction Level Summary Limits

Transaction level limits enable you to limit the amount of billing and revenue on a subset of transactions. This example describes the steps and processing for a transaction level limit scenario. Note that a transaction limit applies to billing and to revenue also if the contract separates as incurred billing and revenue. A different transaction limit cannot be entered for revenue.



## Setup

The system is defined in the following way:

- The **Summ. Limit for Govt Contracts** (summary limit for government contracts) option is selected on the Installation Options - Contracts page.
- The target excess type for billable transaction level amount in excess (Bil Tx Lvl Amount in Xs) is defined in the following way: **Source Type** is *EXCES*, **Category** is deselected, **Subcategory** is blank.
- The target excess type for billable transaction level amounts that are reclaimed (Bil Tx Lvl Reclaimed Amt in Xs) is defined in the following way: **Source Type** is *RECLM*.

## Contract Transaction

Define the contract transaction:

- Create a contract with one rate-based contract line.
- Associate a project and an activity with the contract line.
- Set the contract line level limit to 10,000 USD.
- Set a contract transaction level limit of 1,000 USD with a transaction identifier equal to DEVLAB.

The transaction identifier has a resource type (RT) equal to LABOR and a resource category (RC) equal to PROG.

- Select the **Target Excess** check box for the project and activity.

## Project Transaction

Create a transaction in PeopleSoft Project Costing:

| <i><b>Analysis Type</b></i> | <i><b>Amount</b></i> | <i><b>Resource Type</b></i> | <i><b>Resource Category</b></i> |
|-----------------------------|----------------------|-----------------------------|---------------------------------|
| ACT                         | 5000                 | MATER                       | ADMIN                           |
| ACT                         | 2000                 | LABOR                       | PROG                            |

## Summary Limits Processing

These rows are created in PROJ\_RESOURCE:

| <i><b>Analysis Type</b></i> | <i><b>Amount</b></i> | <i><b>Transaction Identifier</b></i> | <i><b>Resource Type</b></i> | <i><b>Resource Category</b></i> | <i><b>Amount in Excess Flag</b></i> |
|-----------------------------|----------------------|--------------------------------------|-----------------------------|---------------------------------|-------------------------------------|
| BIL                         | 5000                 | NA                                   | MATER                       | ADMIN                           | NA                                  |

| <b>Analysis Type</b> | <b>Amount</b> | <b>Transaction Identifier</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Amount in Excess Flag</b> |
|----------------------|---------------|-------------------------------|----------------------|--------------------------|------------------------------|
| BIL                  | 2000          | NA                            | LABOR                | PROG                     | NA                           |
| <i>BIL</i>           | <i>- 1000</i> | <i>DEVLAB</i>                 | <i>EXCES</i>         | NA                       | <i>Y</i>                     |

---

**Note:** *NA* indicates that the field is not applicable.

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## Contracts to Billing Processing

The Contracts to Billing Interface process (CA\_BI\_INTFC) sends the billable (BIL) rows to the Billing interface table (INTFC\_BI).

## Billing to Project Costing Processing

When the Billing to Project Costing process (PC\_BI\_TO\_PC) runs, the **Analysis Type** field in PROJ\_RESOURCE is updated to billed (BLD):

| <b>Analysis Type</b> | <b>Amount</b> | <b>Transaction Identifier</b> | <b>Resource Type</b> | <b>Category</b> | <b>Amount in Excess</b> |
|----------------------|---------------|-------------------------------|----------------------|-----------------|-------------------------|
| <i>BLD</i>           | 5000          | NA                            | MATER                | ADMIN           | NA                      |
| <i>BLD</i>           | 2000          | NA                            | LABOR                | PROG            | NA                      |
| <i>BLD</i>           | -1000         | DEVLAB                        | EXCES                | NA              | Y                       |

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**Note:** *NA* indicates that the field is not applicable.

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## Project Transaction

Add a transaction in PeopleSoft Project Costing:

| <b>Analysis Type</b> | <b>Amount</b> | <b>Resource Type</b> | <b>Category</b> |
|----------------------|---------------|----------------------|-----------------|
| ACT                  | 8000          | MATER                | ADMIN           |

## Summary Limits Processing

These rows are created in PROJ\_RESOURCE:

| <b>Analysis Type</b> | <b>Amount</b> | <b>Transaction Identifier</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Amount in Excess</b> |
|----------------------|---------------|-------------------------------|----------------------|--------------------------|-------------------------|
| BLD                  | 5000          | NA                            | MATER                | ADMIN                    | NA                      |
| BLD                  | 2000          | NA                            | LABOR                | PROG                     | NA                      |
| BLD                  | -1000         | DEVLAB                        | EXCES                | NA                       | Y                       |
| BIL                  | 8000          | NA                            | MATER                | ADMIN                    | NA                      |
| BIL                  | -4000         | NA                            | EXCES                | NA                       | Y                       |

**Note:** *NA* indicates that the field is not applicable.

The BIL row of -4000 does not have a transaction ID because the resource type and resource category do not fall under the transaction ID that is associated with the contract line; therefore, it does not qualify for a transaction level limit. However, the row does qualify for a line level limit. The net calculation at the line level is current ITD processed = 5000 + 2000 - 1000 + 8000 = 14000. The limit available is 10000 - 14000 = -4000.

## Funding Is Increased

If additional funding is received for the contract, then the contract is amended and the transaction limit is increased. For this example, the transaction limit is increased from 1000 to 2000 for transaction ID DEVLAB.

## Project Transaction

Add a transaction in PeopleSoft Project Costing:

| <b>Analysis Type</b> | <b>Amount</b> | <b>Resource Type</b> | <b>Category</b> |
|----------------------|---------------|----------------------|-----------------|
| ACT                  | 2000          | MATER                | ADMIN           |

## Summary Limits Processing

These rows are created in PROJ\_RESOURCE:

| <b>Analysis Type</b> | <b>Amount</b> | <b>Transaction Identifier</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Amount in Excess</b> | <b>Reclaimed Amount in Excess</b> |
|----------------------|---------------|-------------------------------|----------------------|--------------------------|-------------------------|-----------------------------------|
| BLD                  | 5000          | NA                            | MATER                | ADMIN                    | NA                      | NA                                |

| <b>Analysis Type</b> | <b>Amount</b> | <b>Transaction Identifier</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Amount in Excess</b> | <b>Reclaimed Amount in Excess</b> |
|----------------------|---------------|-------------------------------|----------------------|--------------------------|-------------------------|-----------------------------------|
| BLD                  | 2000          | NA                            | LABOR                | PROG                     | NA                      | NA                                |
| BLD                  | -1000         | DEVLAB                        | EXCES                | NA                       | Y                       | NA                                |
| BIL                  | 8000          | NA                            | MATER                | ADMIN                    | NA                      | NA                                |
| BIL                  | -4000         | NA                            | EXCES                | NA                       | Y                       | NA                                |
| BIL                  | 2000          | NA                            | MATER                | ADMIN                    | NA                      | NA                                |
| BIL                  | 1000          | DEVLAB                        | RECLM                | NA                       | NA                      | Y                                 |
| BIL                  | -1000         | NA                            | NA                   | NA                       | Y                       | NA                                |
| BIL                  | -2000         | DEVLAB                        | EXCES                | NA                       | Y                       | NA                                |

---

**Note:** *NA* indicates that the field is not applicable.

---

The amount is reclaimed at the transaction level, but exceeded the line level limit, which results in the -1000 amount in excess that is reported as a line level amount in excess.

---

**Note:** In addition, when you select this option, the system does not allow limits to overlap. For example, if two transaction IDs exist, then neither transaction ID can have common resource type, resource category, and resource subcategory with a wildcard option of %.

---

## Setting Up Limits for Government Contracts

This section discusses how to set up contract amounts, set up transaction identifiers, and set up transaction limits.

## Pages Used to Set Up Limits for Government Contracts

| <i>Page Name</i>                    | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Contract Amounts Page</u>        | CA_DETAIL_PROJ         | Set up contract amounts. Also view amounts entered on the Billing and Revenue Allocation pages. You can also navigate to the Transaction Limits page to define transaction limits.                                                                                                                                                                                                                        |
| <u>Transaction Identifiers Page</u> | PC_TRANS_IDENTIFY      | Set up transaction identifiers.<br>Transaction identifiers are defined by applying criteria to a chartfield or group of chartfields. Limits are assigned to transaction identifiers in the form of transaction limits on the contract line. Transactions with ChartField values matching the criteria defined in the transaction identifier will have transaction limits applied during limit processing. |
| <u>Transaction Limits Page</u>      | CA_LMT_TXN             | Define multiple transaction level limits for rate-based contract lines.                                                                                                                                                                                                                                                                                                                                   |

### Contract Amounts Page

Use the Contract Amounts page (CA\_DETAIL\_PROJ) to set up contract amounts and view amounts entered on the Billing and Revenue Allocation pages.

You can also navigate to the Transaction Limits page to define transaction limits.

Navigation:

- **Customer Contracts > Determine Price and Terms > Contract Terms > Contract Amounts**
- Click the **Contract Terms** link on the Detail tab of the Contract - Lines page.

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

| Contract Amounts                      |  | Related Projects                      |  | Withholding                            |  | Contract Amendments                                            |  |
|---------------------------------------|--|---------------------------------------|--|----------------------------------------|--|----------------------------------------------------------------|--|
| Contract Number                       |  | SYSTEM_UPGRADE                        |  | Sold To Customer                       |  | Easy Solutions                                                 |  |
| Amendment Number                      |  | 0000000001                            |  | Contract Status                        |  | ACTIVE                                                         |  |
| Contract Line                         |  | 2                                     |  | Price Type                             |  | Rate                                                           |  |
| Product                               |  | CONS-ALLOCATIONS                      |  | Fee Type                               |  | Fixed Fee                                                      |  |
| Description                           |  | Consulting-GL Allocations             |  |                                        |  |                                                                |  |
| <a href="#">Amend Contract</a>        |  |                                       |  |                                        |  |                                                                |  |
| <b>Limit Details</b>                  |  |                                       |  |                                        |  |                                                                |  |
|                                       |  | Cost                                  |  | Fee                                    |  | Total                                                          |  |
| Awarded                               |  | 5,000.00                              |  | 1,500.00                               |  | 6,500.000                                                      |  |
| Funded                                |  | 5,000.00                              |  | 1,500.00                               |  | 6,500.000                                                      |  |
| Revenue                               |  | 5,000.00                              |  |                                        |  |                                                                |  |
| <a href="#">Transaction Limits</a>    |  | <a href="#">Review Limits</a>         |  | <a href="#">Perform Limit Checking</a> |  |                                                                |  |
| <b>Fixed Fee</b>                      |  |                                       |  |                                        |  |                                                                |  |
| Billing Fixed Fee Percent             |  | 10.00000000                           |  |                                        |  |                                                                |  |
| <a href="#">Billing Fee Worksheet</a> |  | <a href="#">Revenue Fee Worksheet</a> |  |                                        |  |                                                                |  |
| <b>Period of Performance</b>          |  |                                       |  |                                        |  |                                                                |  |
| Start Date                            |  | End Date                              |  | 12/31/2009                             |  | <input checked="" type="checkbox"/> Control Limits and Billing |  |

## Limit Details

The **Limit Details** group box enables you to define the limit amount that the system uses to control the amount billed or revenue recognized for the individual rate-based contract line. For rate-based contract lines associated with fee types (cost-plus), the **Limit Details** group box enables you to define billing, revenue, and fee limits, as well as access the revenue fee worksheet (if the **Separate Billing and Revenue** check box is selected on the Installation Options - Contracts page).

The Limit Details group box displays the limit for billing (funded) and limit for revenue recognition on the individual rate-based contract line. For rate-based contract lines associated with fee types (cost-plus), use this page to define the fee limits and to access the billing fee worksheet and revenue fee worksheet.

Note that the billing/funded limit is always entered on the Billing Allocation page and the revenue limit is entered on the Revenue Allocation page if the Separate As Incurred Billing and Revenue check box is selected at contract header. If the check box is not selected then the revenue limits are read only and match the billing limits.

You can specify billing and revenue limits for contracts with a classification of standard, government and federal reimbursable agreements and it is applicable for rate based contract lines. You can navigate to the Transaction Limits page to define transaction limits and access the Review Limits page to review remaining limit amounts, transactions processed to date, and transactions in excess of the limit. You can also initiate the Limits process for the individual contract line. To do this, click the Perform Limit Checking button when limit amounts are modified. Limit checking can be performed when a contract is in pending status or after a change is processed through an amendment.

**Note:** Transactions occurring against a contract prior to activation cannot be billed or sent to General Ledger for revenue recognition until the following conditions are met. The contract is in an active processing status and billing and revenue recognition plans (and events if needed) are assigned to the contract lines and set to a ready processing status.

The Limit Details page appears differently for rate-based contract lines associated with fee types (cost-plus). The fields that appear are specific for the fee type assigned to the contract line.

See [Defining Cost-Plus Contract Lines](#).

| <b>Field or Control</b>   | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Awarded</b>            | Displays the awarded amount for the contract line. This amount is used as a control amount and the funded amount cannot exceed this number. The value for this field can be edited on the Billing Allocation page.                                                                                                                                                                                             |
| <b>Funded</b>             | Displays the funded billing limit for costs for the contract line. This amount is used in limit processing for transactions recorded against this contract line. The amount billed cannot exceed this amount. The value for this field can be edited on the Billing Allocation page.                                                                                                                           |
| <b>Revenue</b>            | Displays the revenue limit for costs for the contract line. This amount is used in limit processing for revenue and available for all rate based contract lines irrespective of fee type. If As Incurred Billing and Revenue are separated on the contract, then this amount is editable on the Revenue Allocation page. If not, then the amount matches the Billing/Funded amount.                            |
| <b>Transaction Limits</b> | Click link to access the Transaction Limits page. Transaction limits allow you to specify a limit for a subset of transactions on the contract line. Transaction limits apply 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 limit, but multiple transaction limits can be identified to a contract line. |
| <b>Review Limits</b>      | Click the <b>Review Limits</b> link to access the Review Limits page. The Review Limits page enables you to view remaining limit amounts, transactions processed to date against the limits, and transactions in excess of the limits.                                                                                                                                                                         |

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Perform Limit Checking</b> | <p>Click the <b>Perform Limit Checking</b> button to initiate limit processing for the contract line when limit amounts are changed or limit checking is needed outside of batch processing.</p> <hr/> <p><b>Note:</b> When you run limit processing from the Contract Amounts page or Transaction Limits page, the system automatically runs the Limits process with the <b>Recalculate Totals Only</b> check box deselected.</p> <p>To update limit totals only, run the limit checking process using the Process Limits run control page, and select the <b>Recalculate Totals Only</b> check box.</p> <hr/> |

## Period of Performance

The period of performance represents the date range authorized by the Government Contracts office within which all billing for the contract lines must occur.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Start Date</b>       | <p>Enter the start date for the period of performance for which invoicing can occur for this contract line. If the Control Limits and Billing option is selected, then the date cannot be edited after contract activation.</p> <p>This is a required field.</p>                                                                                         |
| <b>End Date</b>         | <p>Enter the end date for the period of performance for which invoicing can occur for this contract line. Once the contract is active, you can edit this date throughout the life of the contract using amendment processing. However, it cannot be changed to a date that is earlier than the current system date.</p> <p>This is a required field.</p> |



| <b>Field or Control</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Control Limits and Billing</b> | <p>Select to indicate whether invoicing can occur outside the period of performance date range specified for this contract line. Selecting this check box causes the Limits process and the Contracts/Billing Interface process (CA_BI_INTFC) to select billable transactions from the Project Transaction table that have a transaction date that falls within the period of performance start and end dates.</p> <p>Selecting this check box does not limit revenue processing to transactions falling within the period of performance date range. All transactions that occur against the contract line are eligible for revenue and revenue limit processing.</p> |

## Transaction Identifiers Page

Use the Transaction Identifiers page (PC\_TRANS\_IDENTIFY) to set up transaction identifiers.

Transaction identifiers are defined by applying criteria to a chartfield or group of chartfields. Limits are assigned to transaction identifiers in the form of transaction limits on the contract line. During limit processing, transactions with matching ChartField values are summarized and validated against the transaction limit.

Navigation:

- **Setup Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Transaction Identifiers**
- Click the **Transaction Identifiers** link on the Transaction Limits page.

See “Transaction Identifiers Page” (PeopleSoft Project Costing).

---

**Warning!** Do not modify existing transaction identifiers. Any change to an existing transaction identifier may affect other contracts using the same transaction identifier. Create a new transaction identifier if necessary.

---

## Transaction Limits Page

Use the Transaction Limits page (CA\_LMT\_TXN) to define transaction level limits for rate-based contract lines. Transaction limits apply 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 limit, but multiple transaction limits can be identified to a contract line.

Navigation:

- **Customer Contracts > Determine Price and Terms > Transaction Limits**
- Click the **Transaction Limits** link on the Contract Amounts page.

- 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.

Transaction Limits | Contract Amendments

Contract Number CON000000000029 Sold To Customer Alliance Group  
 Pending Amendment 0000000001 Contract Status ACTIVE

Contract Line 3 Price Type Rate  
 Product CONS-ALLOCATIONS  
 Description Consulting-GL Allocations

View Current

Billing Limits ? Personalize | Find | View All | First 1 of 1 Last

| *Transaction Identifier | Description       | Limit Amount | Use Sequence |
|-------------------------|-------------------|--------------|--------------|
| 1 CONTLABOR             | P6 Contract Labor | 10000        | 1            |

Transaction Identifiers Perform Limit Checking

| Field or Control               | Description                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transaction Identifier</b>  | Enter the transaction identifier to which the limit applies. Transaction identifiers are defined by applying criteria to a chartfield or group of chartfields. Multiple transaction identifiers can be applied to a contract line.                                                                                                                                                                                                 |
| <b>Limit Amount</b>            | 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.                                   |
| <b>Use Sequence</b>            | Update the use sequence number to indicate the order in which overlapping transaction limits should be applied.<br><br>For example, you may have a limit on <i>Airfare</i> as a subset of your limit on <i>Total Travel</i> and a limit on <i>Direct Travel Costs</i> may partially overlap the limit on <i>Airfare</i> . The use sequence number indicates which limit should be used first. Use sequence numbers must be unique. |
| <b>Transaction Identifiers</b> | Click to access the Transaction Identifiers page, where you can view details for existing transaction identifiers or create a new one. After you select a transaction identifier, you can enter a limit amount.                                                                                                                                                                                                                    |

| <i>Field or Control</i>       | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Perform Limit Checking</b> | <p>Click the Perform Limit Checking button to initiate limit processing for the contract line when limits change or limit checking is needed outside of batch processing. Limit checking is applicable for both billing and revenue irrespective of the Separate As Incurred Billing and Revenue check box on the contract. Limit checking is applicable for rate based contract lines on contracts with a classification of standard, government and federal reimbursable agreement.</p> <hr/> <p><b>Note:</b> When you run limit processing from the Contract Amounts page or Transaction Limits page, the system automatically runs the Limits process with the <b>Recalculate Totals Only</b> check box deselected. To update limit totals only, run the limit checking process using the Process Limits run control page, and select the <b>Recalculate Totals Only</b> check box.</p> <hr/> |

## Processing Limits

This section provides an overview of limit processing and discusses how to process limits.

### Page Used to Process Limits

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                        |
|-------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Processing Limits Page</u> | RUN_CA_LMT             | Run the Limits process as a standalone process using specific parameters such as business unit, contract, contract line, or contract type. Optionally, run this process to recalculate totals only. |

### Understanding Limit Processing

The Limits (CA\_LIMITS) process enables you to apply transaction level limits and overall contract line limits for your rate-based contract lines. You can run the Limits process using the following options:

- Run the Limits process as a standalone process.

When you run the Limits process as a standalone process, you can select specific run control criteria to apply limits to specific contracts, recalculate limit amounts when totals are changed, or apply limits to billing or revenue transactions.

- Automatically run the Limits process for a specific contract line.

When you are managing limits for a specific contract line, you can automatically run the Limits process by clicking the **Perform Limit Checking** button on the Contract Amounts or Transaction Limits page when limits have changed. This runs the Limits process for billing and revenue

transactions. If you have the Separate As Incurred Billing and Revenue option selected on the contract you specify separate revenue limits on the Revenue Allocation page else the revenue limit amount will be same as the billing limit. You can specify billing and revenue limit amounts for standard, government, and federal reimbursable agreement contracts.

- Automatically run the Limits process when performing pricing or repricing.

When you run the Pricing process (PC\_PRICING) using the Pricing run control page, the Limits process is also run. Because the system needs to know whether to apply limits for billing, revenue, or both, you must specify this information on the Pricing run control page.

- Automatically run the Limits process when you are 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 process is automatically called, which also automatically calls the Limits process. To determine whether the system needs to apply limits for billing, revenue, or both, the system uses the options defined on the Project Costing Business Unit Options page.

---

**Note:** Irrespective of the Separate As Incurred Billing and Revenue option on the contract, the revenue limit will always exist and be displayed for rate based contract lines. If the option is selected, then the revenue limit amount is updated separately from the billing limit. If the Separate As Incurred Billing and Revenue option is not selected then the revenue limit will equal the billing limit and is not editable. The Limits process ensures that all the revenue processing details on Limits related records are in-sync with the billing related details.

---

## Processing Fees

The Proposed Fixed Fee is limit checked in one of two ways depending on the value in the Revenue Fee Limit field and the Revenue Fee Ceiling field:

- If the Revenue Fee Limit value is less than the Revenue Fee Ceiling value, then the proposed fixed fee is limit checked against the value of (revenue fee limit – fee already created).

The "fee already created" is the amount of fees that have already been realized as billed or revenue . This is the field "xxx fee already created" where xxx is fixed, base, or other.

- If the Revenue Fee Limit value is greater than the Revenue Fee Ceiling value, then the proposed fixed fee is limit checked against the Revenue Fee Ceiling value. This is because the Revenue Fee Ceiling value includes the fixed fee value.

## Over the Limit Transaction Rows

Regardless of where the Limits process is run from, using the criteria that you have defined for limit processing, the system evaluates any transaction level limits first, then funding limits (for billing), and then revenue limits.

---

**Note:** For government contracts, if the **Summ. Limit for Govt Contracts** (summary limit for government contracts) option is selected on the Installation Options - Contracts page, then the Limits process operates as described in the Understanding Summary Limits section of this topic. If the **Summ. Limit for Govt Contracts** option is not selected, then the Limits process operates as described in this section.

---

See [Understanding Summary Limits](#).

The resulting rows are either passed as billing rows or revenue rows, or marked as over-the-limit. Billing rows that are over the limit are assigned an analysis type of *OLT (Over-the-Limit)*. Revenue rows that are over the limit are assigned an analysis type of *ROL (Revenue-Over-the-Limit)*. Over-the-limit transaction rows are not billed or recognized as revenue, but appear as a summarized amount-in-excess note within the header section of the invoice. This amount in excess represents a combination of any transaction and funded limits that were exceeded for the contract line.

You also can split transactions so that the portion under the limit amount can continue with billing and revenue processing. You can configure the option to split transactions on the Installation Options - Contracts page by selecting the **Split to Match Limit Exactly** check box. When this option is selected and a transaction exceeds the limit, the system splits a BIL row into one BIL line and one OLT line or a REV (revenue) row into one REV line and one ROL line. This enables you to reach the limit amount exactly with the BIL or REV line, and the system places the remaining transaction amount onto an OLT or ROL line.

After transaction rows exceed the limits that you defined for funding (billing) or revenue, the resulting OLT and ROL rows are passed to the Project Transaction table (PROJ\_RESOURCE), where they can then be used for reporting or analysis. These over-the-limit rows appear on the Review Limits - Detail page and are included in the Limits report that is run for excess amounts.

If additional funding is received later in the contract life cycle, you can use amendment processing to increase the limit amount and process the applicable over-the-limit rows through to PeopleSoft Billing and PeopleSoft General Ledger. When you increase the limit amount and rerun the Limits process, the system:

1. Calculates the total amount of transactions processed to date against the transaction, funded and revenue limit amounts.
2. Calculates the remaining amount of each limit.
3. Applies the remaining funded or revenue limits (for a contract line) to any existing over-the-limit transactions applicable to the contract line.

Over-the-limit transactions that are applicable to the contract line's funded or revenue limits and that are converted to BIL and REV rows are not reapplied against the contract line's transaction limits, but instead are passed to PeopleSoft Billing and PeopleSoft General Ledger. Any existing over-the-limit transaction rows are always processed first by the Limits process and converted to BIL and REV rows either in full or in part when possible.

4. Applies the remaining transaction limit to any existing over-the-limit transactions that are specifically identified with that transaction limit and converts the rows to BIL and REV rows when possible.

The system reapplies all the remaining transaction limits to all newly converted BIL and REV rows that are applicable to the transaction limits. The reapplication of transaction limits is required to ensure that each transaction passes all applicable transaction limits, because funding and revenue at the transaction level are recorded as passed only when each transaction passes all applicable transaction limits. For over-the-limit transactions that are specific to a transaction limit, the transaction has, in effect, not passed any transaction level limits.

5. Applies the remaining transaction limits to any new BIL and REV transactions.
6. Applies the remaining funded or revenue limits against any new BIL and REV transactions that have passed limit checking at the transaction limit level, or for which transaction limits are not applicable.

7. The billing process adds the new billable rows to the current invoice and updates the amount in excess invoice line with any new amounts.
8. The revenue processes pass the new revenue rows to the general ledger.

---

**Note:** If manual adjustments to invoices in PeopleSoft Billing are performed, Oracle recommends that you run the Limits process with the **Recalculate Totals Only** check box selected prior to running your limit reports.

---

See [Amending Limits](#).

## Processing Limits Page

Use the Process Limits page (RUN\_CA\_LMT) to run the Limits process as a standalone process using 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 page. You can find definitions for the fields and controls later on this page.

### Process Limits

Run Control ID 1
Report Manager
Process Monitor
Run

Program Name

Program Name CA\_LIMITS
Process Frequency Always

Process Options

☐ Recalculate Totals Only  
☒ Process Revenue  
☒ Process Billing

Contract Options

Business Unit US001 US001 NEW YORK OPERATIONS  
Contract Type ALL  
Contract Classification Government  
Contract  
Contract Line  
Sold To Customer  
Contract Administrator

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recalculate Totals Only</b> | Select to update limit totals after making manual adjustments to invoices in PeopleSoft Billing. This option updates your limit totals that are displayed on the Review and Manage Limits component (CA_LMT_MGMT) and on the Limits report.                                                                                                                                    |
| <b>Process Revenue</b>         | <p>Select to run the Limits process for revenue limits only.</p> <hr/> <p><b>Note:</b> 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 for each contract and process the applicable rows accordingly.</p> <hr/> |
| <b>Process Billing</b>         | Select to run the Limits process for billing only.                                                                                                                                                                                                                                                                                                                             |

## 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, contract, contract line, sold to customer, or contract administrator. If you leave all fields blank, the process picks up all available transaction activity in PeopleSoft Contracts.

---

## Reviewing Limit Processing

This section provides an overview of reviewing limit processing, lists common elements, and discusses how to review limits and review limit details.

## Pages Used to Review Limit Processing

| <b>Page Name</b>                      | <b>Definition Name</b> | <b>Usage</b>                                                                 |
|---------------------------------------|------------------------|------------------------------------------------------------------------------|
| <a href="#">Reviewing Limits Page</a> | CA_LMT_REVIEW          | Review limit and transaction limit information for specified contract lines. |
| <a href="#">Limit Details Page</a>    | CA_LMT_DETAILS         | Review the details of over-the-limit transactions.                           |

## Understanding Reviewing Limit Processing

Throughout the life of your contract, you may need to view the limit amounts for your contract lines, including the amount used to date, the amounts remaining, and amounts exceeding your limits. PeopleSoft Contracts delivers an online inquiry page that provides both a summarized and detail view of this

information. With filtering capabilities, the system enables you to view only the information necessary to effectively manage the limits defined for your contract lines.

### Example 1: Line Level Summary Limits Processed and Excess Amounts

For government contracts, if the **Summ. Limit for Govt Contracts** option is selected on the Installation Options - Contracts page then the **Processed Amount** field is equal to the total amount of BIL and BLD rows, or REV rows where applicable. This total amount excludes the amount of excess rows that are created for the contract and contract line.

For example, the **Separate Billing and Revenue** option is selected, the **Summ. Limit for Govt Contracts** is selected, and the rate plan selected for the contract line generates one BIL row and one REV row for an amount that is equal to the cost.

A government contract has a funded or billing limit of 5,000 USD, and a revenue limit of 5,000 USD. When a transaction of 11,000 USD is incurred against the project or activity that is assigned to the contract line, then the Review Limits page displays an amount of 11,000 USD in the **Processed Amount** field of the Review Limits page. The processed amount excludes the excess amount. The excess amount is displayed on the Review Limits page: Excess tab as -6000 USD.

### Example 2: Transaction Level Summary Limits Processed and Excess Amounts

For government contracts that have *transaction* limits, the **Processed Amount** and the **Excess Amount** fields at the line level include the transaction amounts at the transaction level.

For example, the **Separate Billing and Revenue** option is selected, the **Summ. Limit for Govt Contracts** is selected, and the rate plan that is selected for the contract line generates one BIL row and one REV row for an amount that is equal to the cost.

A government contract has a line level limit of 10,000 USD, one transaction level limit for DEVLAB of 1000 USD, and a second transaction level limit for EXT-LABOR3 of 1000 USD.

These transactions are incurred:

- ACT LABOR PROG - 1500 USD
- ACT MATER ADMIN - 1500 USD
- ACT - 1000 USD

The processed amount at line level on the Review Limits page displays 4,000 USD, which includes 1,500 for DEVLAB, 1,500 USD for EXT-LABOR3, and 1,000 USD for the line level limit. The Review Limits page displays these values:

| <b>Transaction Identifier</b> | <b>Limit Amount</b> | <b>Processed Amount</b> | <b>Remaining Amount</b> | <b>Excess Amount</b> |
|-------------------------------|---------------------|-------------------------|-------------------------|----------------------|
| NA                            | 10,000              | 4,000                   | 6,000                   | -1,000               |
| DEVLAB                        | 1,000               | 1,500                   | 0                       | -500                 |



| <b>Transaction Identifier</b> | <b>Limit Amount</b> | <b>Processed Amount</b> | <b>Remaining Amount</b> | <b>Excess Amount</b> |
|-------------------------------|---------------------|-------------------------|-------------------------|----------------------|
| EXT-LABOR3                    | 1,000               | 1,500                   | 0                       | -500                 |

## Common Elements Used in This Section

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limit Amount</b>           | Displays the transaction limit, billing/funded limit, and revenue limit amount for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Processed Amount</b>       | <p>Displays the total of all transactions billed or recognized as revenue plus transactions that have passed limit processing and are eligible for billing or revenue recognition the next time that the Contracts/Billing Interface (CA_BI_INTFC) and As-Incurred Revenue (PSA_ACCTGGL) processes are run. This value is populated when the Limits process is run. Transactions outside the period of performance dates are excluded from this total if the <b>Control Limits and Billing</b> check box is selected on the contract line.</p> <hr/> <p><b>Note:</b> Manual adjustments to invoices in PeopleSoft Billing that occur between runs of the Limits process are not reflected in the total Processed Amount displayed. To update the total to the most current value, run the Limits process with the Recalculate Totals Only check box selected. After making a change to a contract limit using amendment processing, the Limits process must be run with the Recalculate Totals Only check box deselected to apply the new remaining limit against previously over-the-limit transactions and to update all amounts to their most current values.</p> <hr/> |
| <b>Remaining Amount</b>       | Displays the calculated total limit amount less the processed amount.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Transaction Identifier</b> | Displays the transaction identifier for a transaction limit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Reviewing Limits Page

Use the Review Limits page (CA\_LMT\_REVIEW) to review contract line limit and transaction limit information for specified contract lines.

Navigation:

- **Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits > Review Limits**

- Customer Contracts, Determine Price and Terms, Contract Terms, Contract Amounts and click the **Review Limits** link on the Contract Amounts page.

### Review Limits page - Remaining tab

**Review Limits**

**Search Criteria**

\*Business Unit

Limit Type

Sold To Customer

Review By

Max Remaining %

Contract Admin

Contract Type

Contract Classification

Contract

Contract Line

**Limits** Personalize | Find | View All |  First 1 of 1 Last

**Remaining** **Excess** **Dates**

| Contract         | Line | Transaction Identifier | Revenue Limit | Processed Amount | Remaining Amount |
|------------------|------|------------------------|---------------|------------------|------------------|
| 1 SYSTEM_UPGRADE | 2    |                        | 5,000.00      | 5,000.00         | 0.00             |

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.

**Review Limits**

**Search Criteria**

\*Business Unit

Limit Type

Sold To Customer

Review By

Max Remaining %

Contract Admin

Contract Type

Contract Classification

Contract

Contract Line

**Limits** Personalize | Find | View All |  First 1 of 1 Last

**Remaining** **Excess** **Dates**

| Contract         | Line | Transaction Identifier | Billing Limit | Processed Amount | Excess Amount |
|------------------|------|------------------------|---------------|------------------|---------------|
| 1 SYSTEM_UPGRADE | 2    |                        | 5,000.00      | 5,000.00         | 2,500.00      |

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.

**Review Limits**

**Search Criteria**

\*Business Unit

Limit Type

Sold To Customer

Review By

Max Remaining %

Contract Admin

Contract Type

Contract Classification

Contract

Contract Line

**Limits** Personalize | Find | View All |  First 1-4 of 4 Last

**Remaining** **Excess** **Dates**

| Contract          | Line | Transaction Identifier | Currency | Last Transaction Date | Last Processing Date | Limit Reached Date |
|-------------------|------|------------------------|----------|-----------------------|----------------------|--------------------|
| 1 CON000000000025 | 1    |                        | USD      |                       |                      |                    |
| 2 CON000000000029 | 2    |                        | USD      | 09/18/2009            | 09/18/2009           |                    |
| 3 CON000000000074 | 1    |                        | USD      | 12/21/2012            | 12/21/2012           | 12/21/2012         |
| 4 SYSTEM_UPGRADE  | 2    |                        | USD      | 11/17/2012            | 11/17/2012           | 09/24/2009         |

## Search Criteria

Use the fields in the **Search Criteria** group box to filter results. If you leave fields blank, the search returns all limits for all *Active* contract lines within your system. At a minimum, you must enter the **Business Unit**, **Limit Type**, and **Review By** fields to perform a search request. Click the **Search** button to carry out a search based on the search criteria that you entered. Search results appear in the **Limits** scroll area. Amounts appear in the contract currency.

**Note:** Fee limits do not appear on this page. Fee limits for rate-based contract lines associated with a fee type (cost-plus) can be viewed on the Billing and Revenue Worksheet pages and Contract Amounts pages for the contract line.

| <b>Field or Control</b>                               | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limit Type</b>                                     | <p>Select a limit type. If you leave this field blank, <i>Funded/Billing</i> is the default value for this field. Limit type values include:</p> <ul style="list-style-type: none"> <li>• <i>Funded/Billing</i>: Select this option to view all funded or billing limits for your contract lines.</li> <li>• <i>Revenue</i>: Select this option to view all revenue limits associated with the contract line.</li> </ul>                                                                                                                                                                                                                                                                                                      |
| <b>Review By</b>                                      | <p>Select the Review By criteria. Review By values include:</p> <ul style="list-style-type: none"> <li>• <i>All</i>: Select to view all limit amounts including any remaining amounts and amounts that have exceeded the limits for contract lines meeting your selection criteria.</li> <li>• <i>Excess</i>: Select to view only those amounts that have exceeded the limit amount for contract lines meeting your selection criteria. If you select this value, only the Excess and Date pages appear.</li> <li>• <i>Remaining</i>: Select to see the remaining available limit amounts for contract lines meeting your selection criteria. If you select this value, only the Remaining and Dates pages appear.</li> </ul> |
| <b>Max Remaining %</b> (maximum remaining percentage) | <p>Enter a maximum remaining amount percentage to restrict the results to only those contract lines with that limit amount percentage or less remaining. If you set the <b>Review By</b> field to <i>Remaining</i>, you must enter a field value greater than zero and less than 100. If you set the <b>Review By</b> field to <i>Excess</i> or <i>All</i>, the <b>Max Remaining %</b> field must be set to zero to retrieve the desired results.</p>                                                                                                                                                                                                                                                                         |

## Excess Tab

Select the Excess tab.

The Excess tab displays the funded or revenue limits depending on the value that you selected in the **Limit Type** field. Transaction limits display the transaction identifier, while billing/funded or revenue limits display a blank field for the transaction identifier.

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excess Amount</b>           | <p>Displays the excess amount for this limit. This amount indicates 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 or ROL transactions.</p> <p>For government contracts, if the <b>Summ. Limit for Govt Contracts</b> is selected at contracts installation, this field displays the net amount of all excess rows and reclaimed rows that are created against the contract line. Click the value in this field to access the Limit Details page, where you can view the details of all the excess and reclaimed transactions.</p> |

## Dates Tab

Select the Dates tab.

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Currency</b>                | Displays the contract currency. If a Project Costing transaction is processed in a different currency from the contract currency, the transaction is converted to the contract currency by the Pricing Engine and then applied to the limit in the contract currency.                                                                                                                                                |
| <b>Last Transaction Date</b>   | Displays the transaction date for the most recent transaction applied against the limit for the contract line.                                                                                                                                                                                                                                                                                                       |
| <b>Last Processing Date</b>    | Displays the date that the Limits process was last run for this contract line.                                                                                                                                                                                                                                                                                                                                       |
| <b>Limit Reached Date</b>      | Displays the date that the limit amount is reached. If limits are increased by means of amendment processing such that all over-the-limit transactions can pass limit checking, or all excess amounts can be reclaimed (when summary limits are used for government contracts), then this field is deselected during the next run of the Limits process with the <b>Recalculate Total Only</b> check box deselected. |

## Limit Details Page

Use the Limit Details page (CA\_LMT\_DETAILS) to review the details of over-the-limit transactions.

Navigation:

Click the value in the Excess Amount 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.

| Limit Details                           |  |                                                                     |  |
|-----------------------------------------|--|---------------------------------------------------------------------|--|
| Contract Number SYSTEM_UPGRADE          |  | Description System upgrade to new release                           |  |
| Amendment Number 000000001              |  | Contract Type COMMERCIAL                                            |  |
| Business Unit US001 NEW YORK OPERATIONS |  | Contract Classification Government                                  |  |
| Sold To Customer Easy Solutions         |  | Contract Status ACTIVE                                              |  |
| Contract Admin Angelini,Gina            |  | Processing Status Active                                            |  |
| Currency Code USD                       |  |                                                                     |  |
| Contract Line 2                         |  | Description Consulting-GL Allocations                               |  |
| Product ID CONS-ALLOCATIONS             |  | Price Type Rate                                                     |  |
| Fee Type Fixed Fee                      |  |                                                                     |  |
| Limit Type Revenue                      |  | Transaction Identifier                                              |  |
| Limit Amount 5,000.00                   |  | Processed Amount 5,000.00                                           |  |
| Remaining Amount 0.00                   |  | Excess Amount 47,500.00                                             |  |
| Date Type <input type="text"/>          |  | From Date <input type="text"/> <input type="button" value="BT"/>    |  |
|                                         |  | Through Date <input type="text"/> <input type="button" value="BT"/> |  |
| <input type="button" value="Search"/>   |  |                                                                     |  |
| <a href="#">Return to Review Limits</a> |  |                                                                     |  |

| Field or Control                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date Type</b>                  | <p>Select a date type to have the system retrieve all over-the-limit billing and revenue transactions within the specified date range. Date type values include:</p> <ul style="list-style-type: none"> <li><i>Acctg Date:</i> Select to display all over-the-limit transactions by transaction accounting date using the date range specified.</li> <li><i>Trans Date:</i> Select to display all over-the-limit transactions by transaction date using the date range specified.</li> </ul> |
| <b>From Date and Through Date</b> | Select specific from and through dates to have the system retrieve all over-the-limit transactions within the specified date range.                                                                                                                                                                                                                                                                                                                                                          |
| <b>Search</b>                     | Click to retrieve the over-the-limit transactions that meet your date search criteria.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Transaction Date</b>           | Displays the transaction date of the original cost transaction from the feeder subsystem.                                                                                                                                                                                                                                                                                                                                                                                                    |

| <b>Field or Control</b>              | <b>Description</b>                                                                                                                                                                                |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accounting Date</b>               | Displays the accounting date of the original cost transaction from the feeder subsystem.                                                                                                          |
| <b>Foreign Amount</b>                | Displays the over the limit (OTL) , excess (negative), or reclaimed (when summary limits are used for government contracts) amount for the transaction in the original cost transaction currency. |
| <b>Projects Business Unit Amount</b> | Displays the transaction OTL, excess (negative), or reclaimed (when summary limits are used for government contracts) amount in the PeopleSoft Project Costing business unit base currency.       |

## ChartFields Tab

Select the ChartFields tab.

| <b>Field or Control</b>                                            | <b>Description</b>                                                                                                                                                                                                |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PC Business Unit</b> (PeopleSoft Project Costing business unit) | Displays the PeopleSoft Project Costing business unit associated with the transaction.                                                                                                                            |
| <b>Project</b>                                                     | Displays the project identifier associated with the transaction.                                                                                                                                                  |
| <b>Activity</b>                                                    | Displays the activity identifier associated with the transaction.                                                                                                                                                 |
| <b>Source Type</b>                                                 | Displays the source type associated with the transaction.                                                                                                                                                         |
| <b>Category</b>                                                    | Displays the category associated with the transaction.                                                                                                                                                            |
| <b>Subcategory</b>                                                 | Displays the subcategory associated with the transaction.                                                                                                                                                         |
| <b>Description</b>                                                 | Displays the description associated with the transaction.<br>This description comes from the Target row defined for the transaction analysis type on the rate set or rate plan associated with the contract line. |

## Transaction IDs Tab

Select the Transaction IDs tab.

| <b><i>Field or Control</i></b>                                   | <b><i>Description</i></b>                                                                                                   |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Transaction ID</b> (Transaction Identifier)                   | Displays the identifier of the OTL, excess, or reclaim (when summary limits are used for government contracts) transaction. |
| <b>Original Transaction ID</b> (Original Transaction Identifier) | Displays the identifier of the original cost transaction.                                                                   |





# Setting Up and Processing Withholding

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## Understanding Withholding

In many government contracts, the government withholds certain amounts to create a reserve to protect their interests. These amounts are used as an incentive to the contractor performing the contract to complete the contracted items within a specified time frame. After the conditions specified by the government have been met, the contractor is allowed to bill for the withheld amount. To manage the withheld amount, the contractor must reduce or increase the amount of their invoices respectively to record any amounts withheld or subsequently released.

PeopleSoft Contracts supports the management of amounts that are withheld and released by enabling you to:

- Define the withholding and release terms and conditions on the contract.
- Generate invoices that include identifiers for the amount withheld.
- Generate invoices that include identifiers for amounts released from withholding.
- Write off withholding amounts that are eligible for release.
- Manage rate adjustments for withheld amounts.
- Create additional transactions to incorporate any rate changes that occur during the life of the contract.

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**Note:** A contract may contain multiple rate-based and amount-based contract lines, but withholding terms and criteria can only be defined for rate-based contract lines that are assigned to an as-incurred billing plan and are not associated with any prepaid amounts.

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## The Withholding Process

To utilize the withholding feature for government contracts, there are several steps that you must complete. You must set up your contract to include withholding criteria, and then run all the necessary processes to generate the withholding and release transaction rows.

This section discusses:

- Contract withholding setup.
- The withholding process.

### Contract Withholding Setup

To set up a contract for withholding processing, you must set up your contract using the contract classification of *Government*, and associate rate-based products with the contract. Only rate-based contract lines can be associated with withholding criteria. After the contract is created, you can define the

terms and conditions for withholding and releasing amounts for the contract line, and manage withholding processing for the contract.

To set up a contract for withholding processing, complete the following steps:

1. Define a contract with a contract classification of *Government*.
2. Add rate-based products to the contract.
3. Assign a rate plan to the withholding applicable contract line.
4. Assign projects and activities to the withholding applicable contract line.
5. Define withholding and release terms and processing criteria for the withholding applicable contract line.
6. Set up billing and revenue plans for the contract lines.
7. Activate the contract.

## The Withholding Process

When calculating withholding, the system uses the most current transaction data available in the Project Resource Summary (CA\_PR\_SUMM) table in PeopleSoft Project Costing, including any previously processed withholding or release rows. To ensure that the data being used is up to date, it is recommended that you run all pricing, PeopleSoft Contracts, and PeopleSoft Billing processes for any withholding eligible transactions prior to processing withholding and release rows. Any errors for these transactions should first be corrected in PeopleSoft Contracts or PeopleSoft Project Costing prior to processing withholding and releases.

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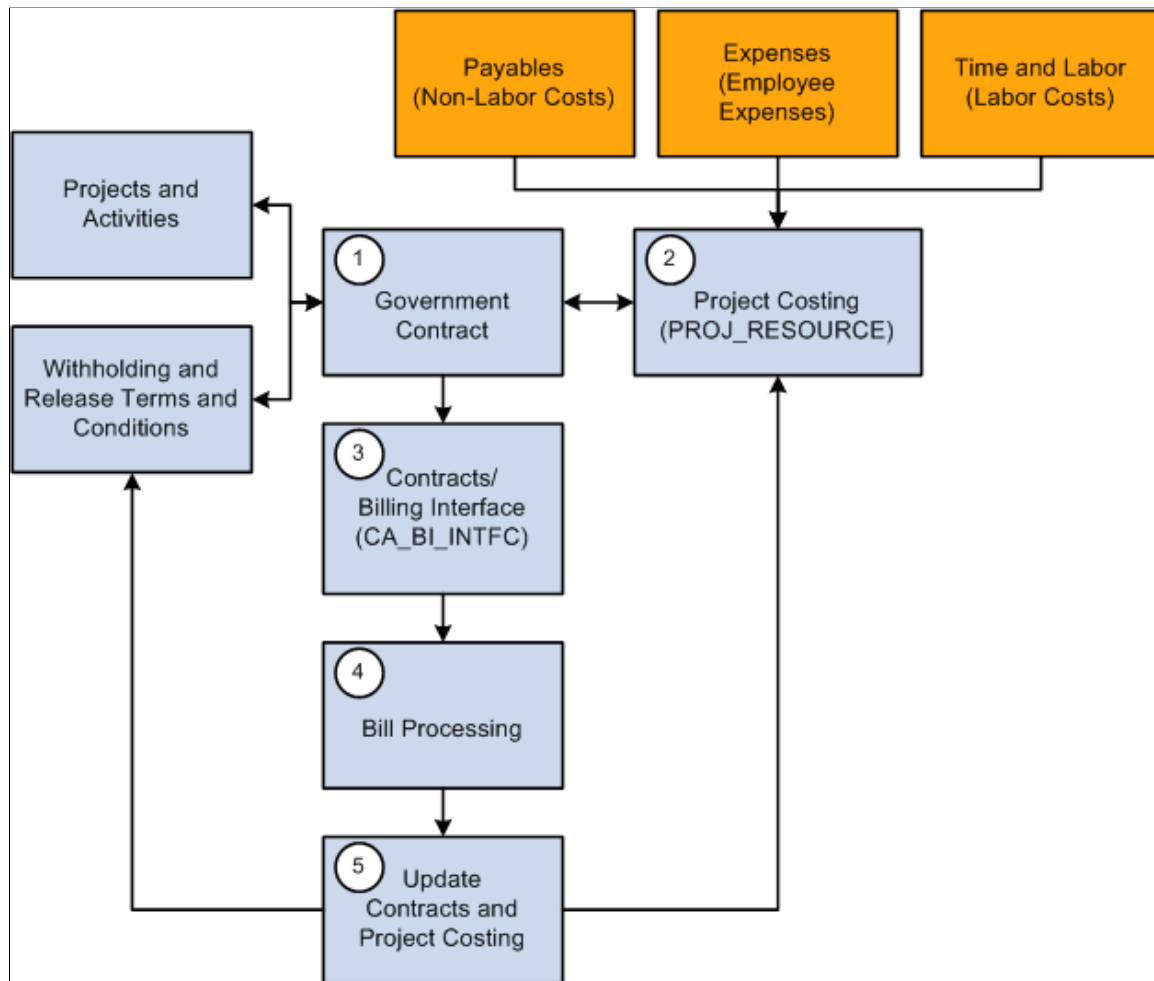
**Note:** Because the transaction data that is used to calculate withholding amounts is stored in the Project Resource Summary (CA\_PR\_SUMM) table in PeopleSoft Project Costing, you must run the Refresh Summary Tables process (PC\_SUM\_RFSH) prior to calculating withholding, to insure that you are using the most current transaction and inception to date (ITD) data for your withholding calculations.

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See “Performing Flexible Analysis” (PeopleSoft Project Costing).

This process flow diagram illustrates the process flow associated with withholding and release processing:

This example illustrates the Contracts withholding process flow.



The following steps describe the Contracts withholding process flow:

1. After you have set up your contract, associated projects and activities to the contract line, specified withholding and release criteria, and activated your contract and billing plans, you can begin processing withholding and release bill lines.
2. Withholding applicable transactions are processed from feeder applications such as Expenses, Payables, or PeopleSoft Time and Labor, and are stored in PeopleSoft Project Costing in the Project Transaction (PROJ\_RESOURCE) table.
3. Withholding applicable transactions, as well as processed withholding and release transactions, are selected or examined by the Contracts Withholding Calculation process (CA\_WTH\_CALC) when you run the Contracts/Billing Interface process (CA\_BI\_INTFC).

Based on the withholding criteria specified for the contract line, the system calculates the withholding amount, and generates withholding and release transaction rows and passes them on to PeopleSoft Billing.

---

**Note:** Limit processing is performed prior to calculating any withholding amounts for a transaction. Any transactions that do not pass limit checking are not available for withholding calculations and creation.

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4. PeopleSoft Billing processes the withholding and release rows sent from PeopleSoft Contracts, and generates invoices with withholding or release rows calculated and displayed according to the withholding and release terms defined for the contract line.
5. After the invoices are finalized, you must update PeopleSoft Contracts and PeopleSoft Project Costing with the processed data. The Update Projects/Contacts Data process (BIPCC000) updates the Billing Distribution status to *D* (Distributed), populates the Project Costing Temporary tables with data for the withholding, release, and adjustment rows (if any), and updates the release row status in PeopleSoft Contracts to *Complete*.

The Projects Retrieve Billing Items process (PC\_BI\_TO\_PC) updates the Project Costing Project Transaction (PROJ\_RESOURCE) table with the data for the withholding, release, and adjustment rows, as well as, any associated distribution statuses.

---

## Defining Withholding and Release Terms

This section provides an overview of withholding and release terms and discusses how to define withholding and release terms and how to define release justifications.

### Pages Used to Define Withholding and Release Terms

| <b>Page Name</b>                  | <b>Definition Name</b> | <b>Usage</b>                                                             |
|-----------------------------------|------------------------|--------------------------------------------------------------------------|
| <u>Withholding Page</u>           | CA_WTH_TERMS           | Define the withholding and release terms for a rate-based contract line. |
| <u>Release Justification Page</u> | CA_WTH_JUST            | Capture release justification data.                                      |

### Understanding Withholding and Release Terms

Before you can track and capture withholding and release amounts for your contract lines, you must first define the rules that the system uses to calculate these amounts. PeopleSoft Contracts enables you to capture withholding-related contractual terms to apply to transactions and for management reporting for your government contracts. You can apply withholding and release terms to rate-based contract lines (Time and Material and Cost-Plus), to calculate withholding amounts on fees, project, and activity-related transactions.

After a contract line is associated with withholding and release terms, the system considers the contract line withholding applicable. When calculating withholding amounts for a contract line, the system includes the inception to date costs, withholding rate, and any additional criteria specified in the withholding terms. For each withholding-applicable contract line, the system calculates the current inception to date withholding amount, the previous amount withheld, and the current withholding amount as the delta between the first two amounts. Once calculated, the system sends withholding rows, summarized by contract line, to PeopleSoft Billing for inclusion on the invoice.

When a withholding amount is eligible for release, you can enter the amount to be released or written off on the Withholding page. Release rows are associated with a release status that is initially set by the user to indicate that the row is available for processing. When the release row is submitted for processing, the

system updates the status to indicate the processing status of the release row. Only one new release row may be entered at a time. When entering a release row, the system performs edit checks to verify that the amount of the release row is not greater than the remaining amount withheld.

## Withholding Page

Use the Withholding page (CA\_WTH\_TERMS) to define the withholding and release terms for a rate-based contract line.

Navigation:

- **Customer Contracts > Determine Price and Terms > Contract Terms > Withholding**
- Click the **Contract Terms** link on the Detail tab of the Contract – Lines page. Then, select Withholding.

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

| Contract Amounts                                    |         | Related Projects                                                                                           |             | Withholding                                 |               |
|-----------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------|---------------|
| Contract Number                                     |         | GFCONTRACT                                                                                                 |             | Sold To Customer Apex Systems               |               |
| Amendment Number                                    |         |                                                                                                            |             | Contract Status PENDING                     |               |
| Contract Line                                       |         | 6                                                                                                          |             | Price Type Rate                             |               |
| Product                                             |         | CONS-INSTALL                                                                                               |             | Fee Type None                               |               |
| Description                                         |         | Consulting - Installation                                                                                  |             |                                             |               |
| ITD Withheld                                        |         | 0.00                                                                                                       |             | ITD Released                                |               |
|                                                     |         |                                                                                                            |             | 0.00                                        |               |
| Amount Remaining                                    |         |                                                                                                            |             | 0.00                                        |               |
| <b>Withholding Terms</b>                            |         |                                                                                                            |             |                                             |               |
| Withholding Rate                                    |         |                                                                                                            |             | <input type="checkbox"/> Maximum Applicable |               |
| Start Amount Billed                                 |         |                                                                                                            |             | Max Withholding Amount                      |               |
| Withholding Source                                  |         | <input checked="" type="radio"/> All Costs<br><input type="radio"/> Fees<br><input type="radio"/> Specific |             | Transaction Identifier                      |               |
| <b>Withholding / Release Target</b>                 |         |                                                                                                            |             |                                             |               |
| PC Bus Unit                                         | Project | Activity                                                                                                   | Source Type | Category                                    | Subcategory   |
|                                                     |         |                                                                                                            |             |                                             | Description   |
| <b>Requested Releases</b>                           |         |                                                                                                            |             |                                             |               |
| Personalize   Find   View All     First 1 of 1 Last |         |                                                                                                            |             |                                             |               |
|                                                     | Option  | Release Amount                                                                                             | Description | Release Status                              | Justification |
| 1                                                   |         |                                                                                                            |             |                                             | Justification |

Entering data on this page and clicking **Save** indicates that this contract line is withholding applicable and is considered for withholding processing.

After you have indicated that a contract line is withholding applicable, if you do not want the contract line to have withholding processed against it, you can either delete the contract line or enter withholding data for the contract line such that no withholding can be calculated. For example, to enter withholding data that does not trigger withholding calculations, you can enter a withholding rate of zero, a maximum withholding amount of zero, or a very large withholding start amount that would never be reached for the contract line.

| <b>Field or Control</b>                          | <b>Description</b>                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Product</b>                                   | Displays the product to which the withholding and release terms apply.                                                                                                                                                                                                                                                         |
| <b>Fee Type</b>                                  | Displays the fee type associated with the contract line.<br>Contract lines associated with cost-plus functionality display a fee type of <i>Award</i> , <i>Fixed</i> , <i>Incentive</i> , or <i>Other</i> . Rate-based contract lines that are not associated with cost-plus functionality display a fee type of <i>None</i> . |
| <b>ITD Withheld</b> (inception to date withheld) | Upon opening the page, displays the amount withheld from billing for the contract line, from the inception date of the contract to the current date . This amount is based on transaction data stored in the Project Transaction table.                                                                                        |
| <b>ITD Released</b> (inception to date released) | Upon opening the page displays the previous withholding amount released to PeopleSoft Billing for the contract line, from the inception date of the contract to the current date. This amount is based on transaction data stored in the Project Transaction table.                                                            |
| <b>Amount Remaining</b>                          | Displays the calculated difference between the amount withheld to date and the amount released to date upon opening the page.                                                                                                                                                                                                  |

## Withholding Terms

| <b>Field or Control</b>                                    | <b>Description</b>                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Withholding Rate</b>                                    | Enter the percentage rate used to calculate withholding amounts on billed and billable project transactions.                                                                                                                                                                                  |
| <b>Maximum Applicable</b>                                  | Select the <b>Maximum Applicable</b> check box to indicate that there is a maximum amount that can be withheld.                                                                                                                                                                               |
| <b>Start Amount Billed</b>                                 | Enter the actual amount that must be processed through to PeopleSoft Billing for the contract line before the system can apply the withholding terms. Leave this field blank for the system to apply the withholding terms for all applicable transactions that occur for this contract line. |
| <b>Max Withholding Amount</b> (maximum withholding amount) | Enter a maximum amount that can be withheld from the contract line amount. This field can only be populated when the <b>Maximum Applicable</b> check box is selected.                                                                                                                         |

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Withholding Source</b>     | <p>Select the type of project transactions that are eligible for withholding calculations. Select from:</p> <ul style="list-style-type: none"> <li>• <b>All Costs:</b> Select this option to include every cost associated with the contract line in the withholding calculations.</li> <li>• <b>Fees:</b> Select this option to include only fee transaction types associated with the contract line in the withholding calculations.</li> <li>• <b>Specific:</b> Select this option to specify the transaction types associated with the contract line to include in the withholding calculations. This option works in conjunction with the <b>Transaction Identifier</b> field.</li> </ul> |
| <b>Transaction Identifier</b> | <p>Select the transaction identifier that the system uses to determine which transactions to include in the withholding calculations for the contract line. Transaction identifiers must first be defined in PeopleSoft Project Costing and enable you to predefine groupings of valid project ChartFields used to identify specific transactions.</p> <hr/> <p><b>Note:</b> You can only specify a transaction identifier if you have selected the <b>Specific</b> withholding source option.</p> <hr/>                                                                                                                                                                                       |

### Withholding/Release Target

| <b>Field or Control</b>                                       | <b>Description</b>                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PC Bus Unit</b> (PeopleSoft Project Costing business unit) | Displays the PeopleSoft Project Costing business unit associated with the rate-based contract line on the Related Projects page.                                                                                                                                                                       |
| <b>Project</b>                                                | Select the project identifier that displays on the withholding and release summary lines passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Select from the projects associated with the contract line on the Related Projects page.    |
| <b>Activity</b>                                               | Select the activity identifier that displays on the withholding and release summary lines passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Select from the activities associated with the contract line on the Related Projects page. |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Source Type</b>      | <p>Select the Source Type project ChartField value that displays on the withholding and release summary lines passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Source types are defined in PeopleSoft Project Costing and enable you to define a value that identifies a transaction's purpose. Source types can be used to track, analyze and report on transactions.</p> <hr/> <p><b>Note:</b> This field is required if the Input Control for Source Type is set to <i>Required</i> on the Project Costing Business Unit-Project Costing Options page.</p> <hr/> |
| <b>Category</b>         | <p>Select the Category project ChartField value that displays on the withholding and release summary lines passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Categories are defined in PeopleSoft Project Costing and enable you to further define source types to better track the types of costs occurring against your project and activities.</p> <hr/> <p><b>Note:</b> This field is required if the Input Control for Category is set to <i>Required</i> on the Project Costing Business Unit-Project Costing Options page.</p> <hr/>                          |
| <b>Subcategory</b>      | <p>Select the Subcategory project ChartField value that displays on the withholding and release summary lines passed to PeopleSoft Billing from PeopleSoft Contracts and to PeopleSoft Project Costing from PeopleSoft Billing. Subcategories are defined in PeopleSoft Project Costing and enable you to further define source types to better track the types of costs occurring against your project and activities.</p> <hr/> <p><b>Note:</b> This field is required if the Input Control for Subcategory is set to <i>Required</i> on the Project Costing Business Unit-Project Costing Options page.</p> <hr/>                 |
| <b>Description</b>      | <p>Enter the description that appears on the billing invoice to describe the withholding invoice line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



## Requested Releases

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Option</b>           | <p>Select the release option for the release amount row. Select from the following options:</p> <ul style="list-style-type: none"><li>• <i>Bill</i>: Select this option to pass the release row billing data to PeopleSoft Billing and add the release row amount to the invoice as a billable amount.</li><li>• <i>Write-Off</i>: Select this option to write off the release row amount and pass the write off data to PeopleSoft Billing and PeopleSoft Project Costing.</li></ul> |
| <b>Release Amount</b>   | <p>Enter the amount that is released and billed to the customer or written off. This amount must be less than or equal to the remaining amount withheld to date for the contract line.</p>                                                                                                                                                                                                                                                                                            |
| <b>Description</b>      | <p>Enter the description that appears on the billing invoice to describe the released amount invoice line.</p>                                                                                                                                                                                                                                                                                                                                                                        |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Release Status</b>   | <p>Displays the processing phase for the release row during release processing. The release row may be set to, or display, one of the following statuses:</p> <ul style="list-style-type: none"> <li> <b>Pending:</b> Set by the user as a default status. Release rows with a status of <i>Pending</i> are selected and processed by the withholding process. </li> </ul> <hr/> <p><b>Note:</b> You can have only one release row in <i>Pending</i> status for a contract line. No additional rows may be added until the pending row displays a status of <i>Complete</i>.</p> <hr/> <li> <b>Ready:</b> Set by the user to indicate that the release row is available for processing. The withholding process does not select release rows for processing unless they are set to <i>Ready</i> status. </li> <hr/> <p><b>Note:</b> You can only have one release row in <i>Ready</i> status for a contract line. No additional rows may be added until the ready row displays a status of <i>Complete</i>.</p> <hr/> <li> <b>In Process:</b> Set by the system after the withholding process is initiated by the system. Release rows with a status of <i>In Process</i> are display only and cannot be deleted. </li> <hr/> <p><b>Note:</b> You cannot add any additional release rows if the previous release row has a status of <i>In Process</i>.</p> <hr/> <li> <b>Complete:</b> Set by the system after the PeopleSoft Billing to Projects/Contacts interface process is run. Additional release rows can only be added after the previous release row has a status of <i>Complete</i>. </li> |

## Release Justification Page

Use the Release Justification page (CA\_WTH\_JUST) to capture release justification data.

Navigation:

Click the **Justification** link on the Withholding page.

When billing or writing off a portion of the amount withheld, you may want to document any justification for processing the release amount. PeopleSoft Contracts provides a free-form text box on the Release Justification page to document any additional data regarding the release. This page is informational only and does not impact withholding or release processing.

## Managing Accounting Distributions for Withholding

When the Contracts Billing Interface process (CA\_BI\_INTFC) generates withholding and release rows, the system assigns one of the following analysis types to the transactions that are ultimately passed to PeopleSoft Billing and PeopleSoft Project Costing:

- *WTH*: Withholding analysis type assigned to withholding transaction rows.
- *WRL*: Withholding release analysis type assigned to release transaction rows.
- *WWO*: Withholding write-off analysis type assigned to withholding rows that are written off instead of released.
- *WAJ*: Withholding adjustment analysis type assigned to adjustments to withholding transaction rows that are generated as a result of adjusting a withholding invoice line in PeopleSoft Billing.
- *WRJ*: Withholding release adjustment analysis type assigned to adjustments to release transaction rows that are generated as a result of adjusting a withholding release invoice line in PeopleSoft Billing.

For rate-based contract lines, PeopleSoft Contracts uses accounting rules defined in PeopleSoft Project Costing to generate the appropriate accounting entries for transactions that occur against the contract lines. Accounting rules are defined by business unit and analysis type. Analysis types are used to determine which accounting rule is used to generate the appropriate accounting entries for a particular transaction row.

Withholding and release functionality is only applicable to rate-based contract line types and therefore requires accounting rules to generate its accounting entries. To generate accounting entries for all of your withholding and release scenarios, you must define accounting rules for each withholding analysis type for every business unit where withholding and release scenarios may occur.

**Note:** Because PeopleSoft Contracts uses an contract asset account to book accounting entries for withholding and release transaction rows, when setting up your accounting rules for *WTH* and *WRL* rows, you should use the same contract asset account code. This will ensure that your accounts remain in sync.

### Accounting Entry Example for Withholding Transactions

When you process a withholding transaction, the system generates a transaction row with an analysis type of *WTH*. PeopleSoft Contracts sends an contract asset accounting entry to PeopleSoft Billing. PeopleSoft Billing creates the balancing accounting entry.

In this example, you have billed your customer for accumulated costs on a contract and 1,000.00 USD has been withheld from the invoice. The system creates the following accounting entries for the withholding transaction:

| <b>Account</b> | <b>Debit</b> | <b>Credit</b> |
|----------------|--------------|---------------|
| Contract Asset | 1000 USD     |               |

| <b>Account</b>      | <b>Debit</b> | <b>Credit</b> |
|---------------------|--------------|---------------|
| Accounts Receivable |              | 1000 USD      |

### Accounting Entry Example for Release Transactions

When you process a withholding release transaction, the system generates a transaction row with an analysis type of *WRL*. PeopleSoft Contracts sends an accounting entry to PeopleSoft Billing to relieve the Withholding Contract Asset account. PeopleSoft Billing creates the balancing accounting entry.

In this example, you are releasing 650.00 USD from the previous amount withheld and billing the amount to the customer. The system creates the following accounting entry for the withholding release row:

| <b>Account</b>      | <b>Debit</b> | <b>Credit</b> |
|---------------------|--------------|---------------|
| Contract Asset      |              | 650 USD       |
| Accounts Receivable | 650 USD      |               |

### Accounting Entry Example for Writing Off Withholding Amounts

If you are writing off a withholding amount instead of releasing it, you create a release row for the amount and select the release option of *Write Off*. The Contracts/Billing Interface process creates a transaction with a *WWO* analysis type and this data is passed to the Project Transaction (PROJ\_RESOURCE) table in PeopleSoft Project Costing. The As-Incurred revenue process (PSA\_ACCTGGL) creates the accounting entries for this type of transaction.

In this example, you are writing off 350.00 USD from the previous amount withheld instead of billing the customer. The As-Incurred revenue process uses the accounting rule defined for the *WWO* analysis type to create the following accounting entries:

| <b>Account</b> | <b>Debit</b> | <b>Credit</b> |
|----------------|--------------|---------------|
| Contract Asset |              | 350 USD       |
| Revenue        | 350 USD      |               |

### Related Links

“Accounting Distributions” (PeopleSoft Contracts)

“Defining Accounting Rules” (PeopleSoft Project Costing)

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## Generating Billing Invoices

This section discusses:

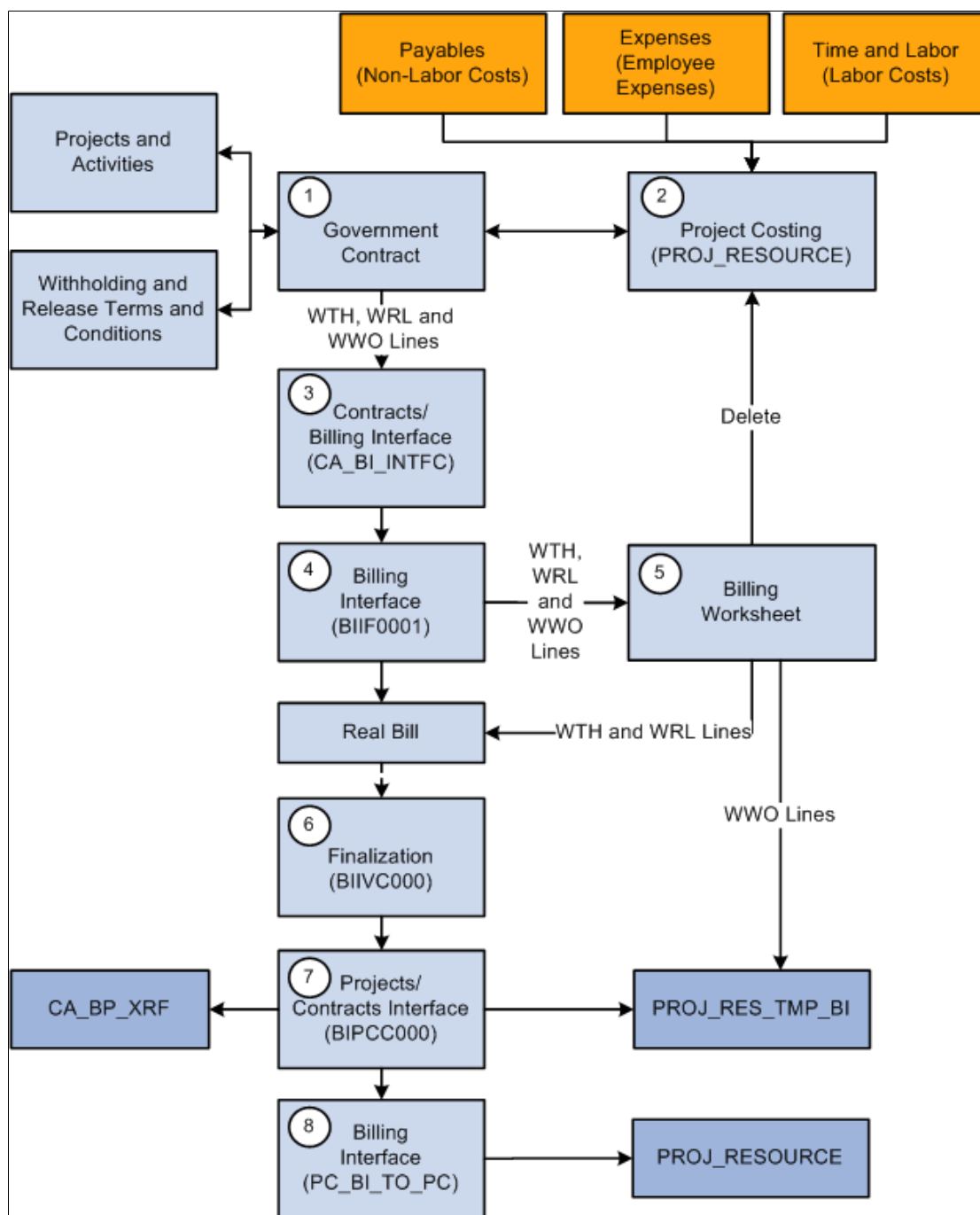
- Bill processing for withholding and release transactions.
- Managing over-release scenarios.

### **Bill Processing for Withholding and Release Transactions**

Billing for withholding applicable contract lines consists of two steps:

1. Bill for transaction costs that have occurred against a contract line, and withhold a portion of those costs according to predefined terms and conditions.
2. Release amounts previously withheld from billed transactions costs and bill the customer for the released amount.

This process flow diagram illustrates the process flow associated with generating withholding and release billing.



The following steps describe the Contracts withholding and release billing process flow:

1. Before you can process withholding and release transactions, you must define withholding and release terms and conditions.

The projects and activities that you associate with your contract lines are used to identify the transactions that the system uses to calculate the inception to date costs. Inception to date costs are the basis for calculating withholding amounts.

2. The system calculates withholding amounts using the most current transaction data that is stored in the Project Transaction (PROJ\_RESOURCE) table in PeopleSoft Project Costing.

This includes cost transactions associated with the projects and activities linked to the withholding applicable contract line, and any previously processed withholding and release rows.

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**Note:** To ensure that the withholding calculation process properly calculates the previous amounts withheld, it is important that you run the processes identified in this process flow diagram in the sequence indicated. Running the processes sequentially enables the system to update the Project Transactions tables with the processed withholding-related transaction rows before the next instance of the withholding calculations are run.

---

3. Run the Contracts/Billing Interface (CA\_BI\_INTFC) process to calculate withholding amounts and process release amounts.

This process selects only billing rows for contract lines associated to an as-incurred billing plan that is in *Ready* status. Release rows must also be in *Ready* status to be processed.

The Contracts/Billing Interface process performs the following tasks:

- Examines the eligible transactions and calculates the ITD costs.
- Calculates withholding amounts according to the withholding terms and conditions.
- Performs currency conversion to convert any foreign transaction amounts to the contract currency.
- Generates and inserts withholding (WTH), withholding release (WRL), and withholding write-off (WVO) rows and associated accounting distribution data into the Billing Interface Staging tables (PS\_INTFC\_BI).

4. The Billing Interface (BIIF0001) process passes the billable data to PeopleSoft Billing.

If the **Pre-Approved** check box on the billing plan is deselected, the billing interface process creates a temporary bill containing the withholding, withholding release and withholding write-off transaction rows to be approved or deleted using the billing worksheet.

If the **Pre-Approved** check box is selected on the billing plan, the Billing Interface creates a permanent bill containing the withholding and withholding release rows and passes the withholding write-off transaction rows to the Project Costing Project Resource Temporary Billing table (PROJ\_RES\_TMP\_BI) to then be sent back to PeopleSoft Project Costing.

The Billing Interface process performs the following tasks:

- Populates the Bill Header record with a temporary bill, to be approved or deleted using the Billing Worksheet page.
- Populates the Bill Line record with the withholding (WTH), withholding release (WRL) and withholding write-off rows.
- Populates the Bill Line Distribution Detail with the Contract Asset distribution data from the accounting rules.

5. Approve or delete billable rows, withholding (WTH), withholding release (WRL), and withholding write-off (WVO) rows using the billing worksheet.

Write-off rows are passed to the Project Resource Temporary table (PS\_PROJ\_RES\_TMP\_BI) with the analysis type of *WWO* and a PC\_DISTRIB\_STATUS of *N* (Not Distributed). Billing data that is approved is copied to a permanent bill in PeopleSoft Billing, assigned an invoice number, and updated to a *RDY* (Ready) status.

If you delete the withholding and release transactions from the billing worksheet, the system cancels the withholding rows and updates PeopleSoft Contracts and PeopleSoft Project Costing to reset the transaction statuses so that the withholding and release transactions can be processed the next time that the Contracts/Billing Interface process is run.

6. The billing finalization process (BIIVC001) performs a variety of tasks including, generating the invoice, including any summarized withholding bill lines on the invoice, setting the invoice date, calculating a due date, and updating the invoice status to *INV* (Invoiced).
7. After the invoice is finalized, you must run the Projects/Contracts Interface process (BIPCC000) .

This process performs the following tasks:

- Updates the Project Resource Temporary tables (PS\_PROJ\_RES\_TMP\_BI) with withholding (WTH) and withholding release (WRL) rows, and a Billing Distribution Status (BI\_DISTRIB\_STATUS) of *D* (Distributed).

If manual adjustments are made to withholding or withholding release rows in PeopleSoft Billing, the Projects/Contracts Interface process also passes withholding adjustment (WAJ) rows and withholding release adjustment (WRJ) rows to the Project Resource Temporary tables to be passed to PeopleSoft Project Costing.

- Updates the release status in the Contract Line Releases table to *Complete* for invoiced withholding release (WRL) bill lines.
  - Updates the Contracts Billing Cross Reference table (CA\_BP\_XREF) for the contract line billing plan with summarized bill data.
8. Run the Billing to Projects process (PC\_BI\_TO\_PC) to update the Project Costing Project Transaction table (PROJ\_RSOURCE) with the billed, withholding (WTH), withholding release (WRL), withholding write-off (WWO) rows, and billing distribution statuses from the Project Resource Temporary tables (PS\_PROJ\_RES\_TMP\_BI).

This data is used to calculate the withholding amounts and inception to date costs the next time that the withholding process is run.

If manual adjustments are made to withholding or withholding release rows, the resulting adjustment (WAJ or WRJ) rows are also passed to the Project Transactions table.

## Managing Over-Release Scenarios

An over-release scenario occurs when more funds have or will be released than what was withheld to date for a specific contract line. Over release scenarios can occur for one of two reasons:

1. A change in withholding terms for a withholding applicable contract line is made that reduces the inception to date withholding amount after a release is requested or processed for that contract line.



2. A credit transaction is processed in the current billing cycle for a withholding applicable contract line after a release is requested or processed for that contract line.

When the Contracts/Billing Interface process (CA\_BI\_INTFC) runs, it calculates and compares the inception to date withholding and release amounts. If the release amount is greater than the withheld amount, then the system determines that an over-release scenario has occurred. In over-release scenarios, the Contracts/Billing Interface process prevents all billing (BIL), Withholding (WTH), withholding release (WRL) and withholding write-off (WVO) rows from being passed to the billing interface. The system updates the process run status on the Process Monitor to *Success*, but generates a warning message in the message log documenting the problem. Before you can continue processing billing and withholding data for the contract line, you must first correct the situation.

To correct an over-release scenario:

- Review the message log generated by the Contracts/Billing Interface to determine the exact problem.
- Navigate to the Withholding Terms page for the contract and contract line, and create a negative release row or adjust the amount of the existing ready release row such that the new inception to date released amount is not greater than the new inception to date withheld amount. This enables the transactions for this contract line to process successfully.
- Rerun the Contracts/Billing Interface process for this specific contract line.

---

## Amending Withholding and Release Terms

Because changes made to withholding terms and conditions can impact billing and revenue recognition, after a contract is active, any changes to these terms and conditions are controlled by amendment processing. Amendment processing enables you to maintain a historical record of these changes.

| <b><i>Withholding Terms and Conditions</i></b> | <b><i>Controlled by Amendment Processing</i></b> |
|------------------------------------------------|--------------------------------------------------|
| Withholding Rate                               | Yes                                              |
| Start Amount Billed                            | Yes                                              |
| Maximum Amount Applicable indicator            | Yes                                              |
| Maximum Withholding Amount                     | Yes                                              |
| Withholding Source                             | Yes                                              |
| Transaction Identifier                         | Yes                                              |
| Withholding Release Target details             | Yes                                              |
| Requested Release details                      | No                                               |

**Related Links**

[Amending Withholding and Release Terms](#)

# Performing Variance Pricing

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## Understanding Variance Pricing

This section discusses:

- Variance rates.
- Variance pricing.

When a contract is awarded, a contractor can bill and recognize revenue for direct costs, indirect costs, and possibly fees associated with the performance of the contract. To calculate the indirect (overhead) costs associated with a government contract, a contractor utilizes provisional pricing rates. Provisional rates are estimates of actual costs that are incurred throughout the life of the contract. Provisional rates are regulated and approved by the government, but may be subject to change throughout the life of a contract. Rate changes may be initiated by the government or the contractor. To manage rate changes, PeopleSoft Contracts uses PeopleSoft Project Costing's variance pricing functionality.

## Variance Rates

When managing government contracts, you may need to define costing, billing, and revenue rates to calculate transaction costs, overhead, and revenue for your contract's rate-based contract lines. PeopleSoft Contracts uses rate sets and rate plans to perform this function. Rate sets enable you to define how specific contract-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.

Revenue rates are defined if you have selected the Separate As Incurred Billing and Revenue check box on the contract. If not selected, then revenue rates cannot be applied to the contract and the rates used for billing are also used for revenue recognition.

For government contracts, in addition to setting up rate sets for billing and revenue recognition, you also set up rate sets for costing transactions and calculating overhead amounts. These rate sets are identified by a rate definition type of *Cost*, or *Cost/Billing*, and can contain provisional rates.

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**Note:** For rate sets that have a rate definition type of *Cost/Billing*, Variance Pricing is only applicable to target analysis types that are in the cost analysis group.

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See [Pricing Rate-Based Contract Lines](#).

## Related Links

“Rate Setup” (PeopleSoft Contracts)

“Defining Rate Set Categories, Rate Sets, and Rate Plans” (PeopleSoft Project Costing)

## Variance Pricing

When rate changes occur, you may need to adjust rates and pricing retroactively for transactions that have already been billed or used for revenue recognition, as well as apply the new rates to transactions that have yet to be priced or billed. Variance pricing enables you to capture rate changes for your active contracts, and then apply those rate changes to your transactions retroactively for active contract lines. The system calculates the difference between the old and new rate and then applies the difference in rates against historical costs within a specified date range. New transactions are created for the difference in rates.

### Variance Pricing Example

Assume that a project has a provisional indirect cost rate of 30 percent. One month the project accumulates an actual direct labor cost of 100 USD and an actual indirect cost of 150 USD. Payroll sends direct and actual indirect costs to PeopleSoft General Ledger, which results in these accounting entries:

| <b>Account</b>             | <b>Amount</b> |
|----------------------------|---------------|
| Direct labor cost          | 100 USD       |
| Actual indirect labor cost | 50 USD        |
| Cash                       | <150 USD>     |

Payroll sends direct costs to PeopleSoft Project Costing. PeopleSoft Project Costing calculates the indirect burden cost to the project as follows:

$(\text{Actual direct labor} \times \text{Provisional indirect cost rate}) = 30 \text{ USD}$

PeopleSoft Project Costing sends the indirect burden cost to PeopleSoft General Ledger, which results in these accounting entries:

| <b>Account</b>                                | <b>Amount</b> |
|-----------------------------------------------|---------------|
| Applied indirect burden cost (labor overhead) | 30 USD        |
| Applied over/under asset                      | <30 USD>      |

In this example, the actual indirect labor cost is booked to an asset account at the end of the accounting period. The resulting accounting entries are:

| <b>Account</b>           | <b>Amount</b> |
|--------------------------|---------------|
| Applied over/under asset | 50 USD        |

| <b>Account</b> | <b>Amount</b> |
|----------------|---------------|
| Contra expense | <50 USD>      |

At the end of the year, an evaluation is made to determine if the applied indirect burden cost, based on the provisional indirect cost rate, is in line with the actual indirect cost. In this example, the applied indirect burden cost is 30 USD and the actual indirect cost is 50 USD, which leaves an applied over/under asset account balance of 20 USD.

Based on the account balance, auditors determine that the indirect burden cost should be variance priced. Variance pricing is used to create a retroactive adjustment to align the provisional indirect cost with the actual indirect cost. A new rate 50 percent is used for variance pricing. An indirect cost adjustment is calculated as follows:

$$((50 \text{ percent} - 30 \text{ percent}) \times 100 \text{ USD}) = 20 \text{ USD}$$

The final accounting entry from PeopleSoft Project Costing to PeopleSoft General Ledger at year-end posts the result from the variance pricing process, and brings the balance of the applied over/under asset account to zero. The accounting entries are:

| <b>Account</b>                         | <b>Amount</b> |
|----------------------------------------|---------------|
| Applied indirect cost (labor overhead) | 20 USD        |
| Applied over/under asset               | <20 USD>      |

### Variance Pricing Rate Stacking Example

When you make a rate change to a cost rate set that is associated with the a rate plan, after variance pricing generates the variance row, the system prices the new transaction row according to the rate plan associated with the costing rate set that is modified.

Step 1: In this example, assume that you have defined a rate plan as follows:

| <b>Rate Set</b> | <b>Basis</b> | <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Sub Category</b> | <b>Rate Amount</b> | <b>Target Analysis Type</b> | <b>Target Sub Category</b> |
|-----------------|--------------|----------------------|--------------------|-----------------|---------------------|--------------------|-----------------------------|----------------------------|
| PROV1           | Original     | PAY                  | LABOR              | ENG             | DIR                 | .50                | PRV                         | FRING                      |
|                 |              |                      |                    |                 |                     | 1.20               | PRV                         | OVH                        |
| PROV2           | Target       | PRV                  | LABOR              | %               | OVH                 | .30                | PRV                         | G&A                        |
| FRDP1           | Original     | PAY                  | LABOR              | ENG             | DIR                 | .60                | FRD                         | FRING                      |

| <b>Rate Set</b> | <b>Basis</b> | <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Sub Category</b> | <b>Rate Amount</b> | <b>Target Analysis Type</b> | <b>Target Sub Category</b> |
|-----------------|--------------|----------------------|--------------------|-----------------|---------------------|--------------------|-----------------------------|----------------------------|
|                 |              |                      |                    |                 |                     | 1.30               | FRD                         | OVH                        |
| FRDP2           | Target       | FRD                  | LABOR              | %               | OVH                 | .40                | FRD                         | G&A                        |
| BIL1            | All          | PAY                  | LABOR              | ENG             | DIR                 | 1.0                | BIL                         |                            |
|                 |              | PRV                  | %                  | %               | %                   | 1.0                | BIL                         |                            |
| REV1            | All          | PAY                  | LABOR              | ENG             | DIR                 | 1.0                | REV                         |                            |
|                 |              | FRD                  | %                  | %               | %                   | 1.0                | REV                         |                            |

Step 2: A 1,000 USD payroll transaction is entered with the following criteria:

| <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Sub Category</b> | <b>Amount</b> |
|----------------------|--------------------|-----------------|---------------------|---------------|
| PAY                  | LABOR              | ENG             | DIR                 | 1,000 USD     |

Step 3: The system prices the transaction row using the rate plan defined in Step 1. The results of the process are as follows:

| <b>Analysis Type</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Resource Sub Category</b> | <b>Foreign Amount</b> | <b>Resource ID</b> | <b>Resource ID From</b> | <b>Factor from Rate Set</b> |
|----------------------|----------------------|--------------------------|------------------------------|-----------------------|--------------------|-------------------------|-----------------------------|
| PAY                  | LABOR                | ENG                      | DIR                          | 1000 USD              | 10001884           | 10001884                |                             |
| PRV                  | LABOR                | ENG                      | FRING                        | 500 USD               | 10001885           | 10001884                | .50                         |
| PRV                  | LABOR                | ENG                      | OVH                          | 1200 USD              | 10001886           | 10001884                | 1.20                        |
| PRV                  | LABOR                | ENG                      | G&A                          | 360 USD               | 10001887           | 10001884                | .30                         |
| FRD                  | LABOR                | ENG                      | FRING                        | 600 USD               | 10001888           | 10001884                | .60                         |
| FRD                  | LABOR                | ENG                      | OVH                          | 1300 USD              | 10001889           | 10001884                | 1.30                        |

| <b>Analysis Type</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Resource Sub Category</b> | <b>Foreign Amount</b> | <b>Resource ID</b> | <b>Resource ID From</b> | <b>Factor from Rate Set</b> |
|----------------------|----------------------|--------------------------|------------------------------|-----------------------|--------------------|-------------------------|-----------------------------|
| FRD                  | LABOR                | ENG                      | G&A                          | 520 USD               | 10001889           | 10001884                | .40                         |
| BIL                  | LABOR                | ENG                      | DIR                          | 1000 USD              | 10001890           | 10001884                | 1.0                         |
| BIL                  | LABOR                | ENG                      | FRING                        | 500 USD               | 10001891           | 10001884                | 1.0                         |
| BIL                  | LABOR                | ENG                      | OVH                          | 1200 USD              | 10001892           | 10001884                | 1.0                         |
| BIL                  | LABOR                | ENG                      | G&A                          | 360                   | 10001893           | 10001884                | 1.0                         |
| REV                  | LABOR                | ENG                      | DIR                          | 1000 USD              | 10001894           | 10001884                | 1.0                         |
| REV                  | LABOR                | ENG                      | FRING                        | 600 USD               | 10001895           | 10001884                | 1.0                         |
| REV                  | LABOR                | ENG                      | OVH                          | 1300 USD              | 10001896           | 10001884                | 1.0                         |
| REV                  | LABOR                | ENG                      | G&A                          | 520 USD               | 10001897           | 10001884                | 1.0                         |

Step 4: After the transaction has been priced and processed through to PeopleSoft Billing and PeopleSoft General Ledger, a rate change occurs in the second provisional rate set (PROV2) which changes the rate from .30 to a new rate of .50. To perform variance pricing, you must access the rate set PROV2, and enter the new rate of .50 on the Rate Variance History page. When you run variance pricing the system creates a new variance row for the difference between the old rate and the new rate. The newly created row is as follows:

| <b>Analysis Type</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Resource Sub Category</b> | <b>Foreign Amount</b> | <b>Resource ID</b> | <b>Resource ID From</b> | <b>Factor from Rate Set</b> |
|----------------------|----------------------|--------------------------|------------------------------|-----------------------|--------------------|-------------------------|-----------------------------|
| PRV                  | LABOR                | ENG                      | G&A                          | 240 USD               | 10001900           | 10001884                | .50                         |

The system then continues pricing the new row according to the rate plan defined in Step 1 above. This results in the following new billing row:

| <b>Analysis Type</b> | <b>Resource Type</b> | <b>Resource Category</b> | <b>Resource Sub Category</b> | <b>Foreign Amount</b> | <b>Resource ID</b> | <b>Resource ID From</b> | <b>Factor from Rate Set</b> |
|----------------------|----------------------|--------------------------|------------------------------|-----------------------|--------------------|-------------------------|-----------------------------|
| BIL                  | LABOR                | ENG                      | G&A                          | 240 USD               | 10001907           | 10001884                | 1.0                         |

Whenever you make a change to a cost rate using the variance pricing functionality, and the rate set is part of a rate plan where rate stacking is defined, the system prices the new variance price row from the point where the change was made on down.

## Defining Variance Rates

This section discusses how to define variance rate sets and define variance rates.

### Pages Used to Define Variance Rates

| <b>Page Name</b>                                       | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                             |
|--------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Rate Sets Page</a>                         | PC_RATE_DTL            | Define source criteria to identify cost transactions from feeder systems used to calculate costs and overhead for contract-related transactions and enable users to enter rate variances on the Rate Sets - Target page. |
| “Rate Sets - Target Page” (PeopleSoft Project Costing) | PC_RATE_DTL_LN         | Define target data for rate set source rows, and access the Rate Variance History page to define variance rates for costing rate sets.                                                                                   |
| <a href="#">Rate Variance History Page</a>             | PC_VP_HISTORY          | View and enter variance price rates.                                                                                                                                                                                     |

### Rate Sets Page

Use the Rate Sets page (PC\_RATE\_DTL) to define source criteria to identify cost transactions from feeder systems used to calculate costs and overhead for contract-related transactions and enable users to enter rate variances on the Rate Sets - Target page.

Navigation:

- Setup Financials/Supply Chain, Product Related, Contracts, Templates, Rate Sets
- **Setup Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets**

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



## Rate Variance History Page

Use the Rate Variance History page (PC\_VP\_HISTORY) to view and enter variance price rates.

Navigation:

Select the **Enable Variable** check box on the Rate Sets page. Click the **Target** link on the source row. Click the **History** link on the Rate Sets - Target page.

See “Rate Variance History Page” (PeopleSoft Project Costing).



# Creating Cost-Plus Government Contract Lines

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## Understanding Creating Cost-Plus Government Contract Lines

This section discusses:

- Creating cost-plus government contracts.
- Cost-plus contract line accounting distribution.
- Project and activity assignments for cost-plus contract lines.

Government contracts are awarded based on bids submitted to the government that contain a company's estimated costs and rates for performing the contract. Once awarded, contractors must be able to effectively manage their costs and fees so that they stay within the terms and conditions outlined in the contract. This helps ensure that the contractor is appropriately reimbursed for their costs, and any fees that they receive represent a sufficient profit for their services.

To ensure that they receive proper payment for their services, government contractors track, calculate, and report on direct costs, indirect costs, and fees. To accommodate this requirement, PeopleSoft Contracts enables you to define government contracts and associate rate-based contract lines with fee types (cost-plus). After the contract lines are added to the contract, you can define additional terms and conditions, set up accounting distributions, define limits, fee calculation data, projects, activities, and standard or contract-specific rate plans for the contract lines to enable you to bill and recognize revenue for your direct costs, indirect costs, and fees according to the terms and conditions of the contract.

## Creating Cost-Plus Government Contracts

To define a contract with cost-plus functionality, complete the following steps:

1. Determine if you are calculating billing and revenue for your cost-plus contract lines using different rates.

If so, select the **Separate Billing and Revenue** option on the Installation Options-Contracts page. This selection provides a default for the contracts business unit which in turn provides a default for the contract.

2. Define a new contract with a contract classification of *Government*.

A contract must be assigned a contract classification of *Government* to have access to the government contracts and cost-plus functionality.

3. Add rate-based contract lines to the contract that are assigned a fee type of *Fixed*, *Award*, *Incentive* or *Other*.

Cost-plus contract lines are represented as rate-based contract lines assigned a fee type. After you assign a fee type to the contract line, the system automatically generates the pages and fields specific to that fee type used in processing direct and indirect costs and fees.

4. Enter the awarded, funded, and revenue contract line amounts for billing and revenue, as well as billing and revenue fee amounts.

Enter these amounts on the Contract Amounts page for each contract lines. These amounts represent limits for billing and revenue and are also used in fee calculations by the fee worksheets for each contract line. You can also enter the period of performance dates to control limits and bill processing on this page.

5. Assign projects and activities to the contract lines.

PeopleSoft Contracts uses the projects and activities in PeopleSoft Project Costing to track and calculate costs associated with the contract lines and to calculate fees. You must assign at least one project and activity combination to the contract line.

6. Define and assign a rate plan to the contract line.

Rate plans consist of a grouping of rate sets used to price transactions that occur against the contract line. Cost-plus contract lines require that you calculate direct and indirect costs. To manage this complex pricing scenario, you must define costing, billing, and optionally revenue rate sets and then group them together onto one rate plan. Revenue rate sets are available when the contract separates billing and revenue. See “Update Separate Billing and Revenue Options Page” (PeopleSoft Contracts).

As only one rate set or rate plan can be assigned to a contract line at any one point in time, you must assign rate plans to cost-plus contract lines to enable you to calculate the project transaction costs and then bill and recognize revenue for those expenses. You can define a standard set of rates and assign them to your contract lines, or you can define rates that are specific to the contract that you are creating.

7. Define revenue and billing plans and assign them to the contract lines.

To bill and recognize revenue for your cost-plus contract lines and associated fees, you must define billing and revenue plans using the as-incurred revenue method and assign them to your contract lines. Cost-plus contract lines must be assigned to their own unique billing and revenue plans and must use the as-incurred billing and revenue method.

You can set up and assign billing and revenue plans for your cost-plus contract lines manually, or automatically using billing/revenue plan templates. No matter which method that you use, when the billing and revenue plans are assigned to the contract lines, the system automatically creates a billing and revenue worksheet that is specific to the fee type.

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**Note:** If the contract does not separate billing and revenue, the system will not generate a revenue worksheet, and all fields related to defining separate revenue amounts and fee data is hidden. However, you still must define a revenue plan to process revenue accounting entries for the contract line.

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After you have completed all of your contract specific setup, you can begin processing transactions against the contract lines and generate invoices and revenue accounting entries for your contract lines and fees.

## Cost-Plus Contract Line Accounting Distribution

PeopleSoft Contracts enables you to capture billing and revenue information for a contract and allocate that information to individual contract lines. You associate each contract line with billing and revenue accounting distributions, billing and revenue plans and methods, manage when the conditions for billing and recognizing revenue have been met, and generate invoices and journal entries to book the revenue to the general ledger. Before you can perform bill and revenue processing for your government contract lines, you must first set up the required accounting distributions.

For rate-based contract lines and rate-based contract lines associated with fee types, you must define accounting rules. Accounting rules are set up using the Project Costing Accounting Rules pages and are defined by PeopleSoft Contracts and PeopleSoft Project Costing business units and analysis type. Depending on whether you will be using different rates for your billing and revenue calculations for your contract lines, and whether the **Separate As Incurred Billing and Revenue** option is selected on the contract the amount of accounting rules setup needed.

For billing purposes, the Contracts/Billing Interface (CA\_BI\_INTFC) process retrieves the contract asset ChartField values from the billing accounting rules. When the As-Incurred revenue process is run in PeopleSoft Contracts, it looks to the accounting rules defined to retrieve the appropriate revenue accounting distribution ChartFields for the eligible contract lines and fees.

The system processes all undistributed billing and revenue rows stored in the PROJ\_RESOURCE table in PeopleSoft Project Costing and generates the billing and revenue accounting entries that can be billed and booked to the general ledger. To ensure that the system generates accounting entries for all of your eligible contract lines and fees, you must define an accounting rule for each analysis type associated with the PSWKS, PSREV and PSRV2 analysis groups.

---

**Note:** If you have elected to use separate rates for billing and revenue calculations and have selected the **Separate As Incurred Billing and Revenue** option on your contracts, then you must also set up accounting rules using the REV (revenue) analysis type. This analysis type is associated with the PSRV2 analysis group and is used to generate the revenue accounting entries for your cost-plus contract lines and fees when the As-Incurred Revenue process is run.

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See “Understanding Accounting for Projects” (PeopleSoft Project Costing).

### Related Links

“Rate-based Contract Lines” (PeopleSoft Contracts)

## Project and Activity Assignments for Cost-Plus Contract Lines

PeopleSoft Contracts partners with PeopleSoft Project Costing to enable you to bill and recognize revenue for projects and activities associated with a contract. To enable you to properly price and track transactions associated with your projects and activities, you must associate the pricing rates, projects, and activities with your contract lines. For rate-based contract lines, you must assign at least one project and activity to your contract line. In addition, for cost-plus contract lines, you must indicate which project and activity set should be stamped on the fee rows generated for the contract line. At least one project and activity set must be selected for stamping on the fee row at any one point in time; however, you can change which project and activity set is used throughout the life of the contract line, outside of amendment processing.

See [Pricing Cost-Plus Contract Lines](#).

See [Assigning Projects and Activities to a Contract Line](#).

## Related Links

“Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing” (PeopleSoft Contracts)

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## Prerequisites

Before you can set up a government contract with rate-based contract lines associated with fee types (cost-plus), you must complete the following steps:

1. Set up analysis types and analysis groups for processing provisional rates.

You also must define the analysis types that you want stamped on the fee rows generated by the system.

2. Define the fee types used in your contracts at the PeopleSoft Contracts business unit level.

PeopleSoft Contracts supports the fee types of Award, Fixed, Incentive, and Other. Each of these fee types must be defined before you can assign them to your cost-plus contract lines and utilize the cost-plus functionality.

3. Select the **Separate As Incurred Billing and Revenue** option on the contract (optional).

If you bill and recognize revenue using separate rates for your cost-plus contract lines, then you must select this option to activate the revenue worksheet and fee features. If you bill and recognize revenue using the same rates, then you do not have to select this option.

4. Define rate sets and rate plans.

Rate plans must be assigned to your cost-plus contract lines to perform pricing for direct and indirect costs.

5. Define accounting rules used to assign billing and revenue accounting distributions to your contract lines and fees.

You must define accounting rules for each analysis type in the PSWKS, and PSREV analysis groups. If the **Separate As Incurred Billing and Revenue** option is selected on the contract, then you must also define accounting rules for each analysis type in the PSRV2 analysis group.

6. Create a contract with a contract classification of *Government*.

7. Add rate-based products to the contract that are assigned a fee type of *Fixed*, *Award*, *Incentive* or *Other*.

After you have added your contract lines associated with fee types, you must complete the fee-specific fields and remaining contract line attributes, such as assigning projects and activities, and so on, that are required to enable you to bill and recognize revenue for your contract lines and fees.

## Common Elements Used in Creating Cost-Plus Government Contract Lines

| <b>Field or Control</b>                     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Acct Date</b> or Accounting Date         | Enter the accounting date to indicate when the event is eligible for booking to the general ledger.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Accounting Date</b> (Processing Options) | <p>Select the accounting date to be stamped on the billing or revenue fee row when it is created by the system. This date populates the accounting date field for the fee transaction row in the Project Costing Project Transaction table. You can select from the following options:</p> <ul style="list-style-type: none"> <li>• <i>Processing Date</i>: Select to use the system date that the process is run for the accounting date.</li> <li>• <i>User Define</i>: Select to enter a specific date that the system uses as the accounting date when the process is run.</li> </ul>                                                                                                                                                                                                                                                                                                       |
| <b>Add Milestone</b>                        | Click to access the Milestone Entry page, where you can define a new milestone to add to a revenue plan fee event for your award and incentive revenue fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>All Billable Costs</b>                   | <p>Displays the total of all cost rows assigned a billing (BIL) analysis type from the contract line's inception to the current date. This total comes from the eligible billing cost rows summed from the Project Costing Project Transactions tables that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• The analysis type for the cost is contained in the BIL analysis group defined in the fee type definition.</li> <li>• The resource type for the cost is not excluded in the fee type definition.</li> <li>• No fees have been generated against it, and the CA_FEE_STATUS is <i>blank</i></li> <li>• The transaction date for the costs is within the period of performance specified on the fee worksheet.</li> </ul> <p><b>Note:</b> Period of Performance dates are only enforced when the <b>Control Limits and Billing</b> check box is selected.</p> |

| <b>Field or Control</b>                                        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount</b> (Events)                                         | Displays the proposed award, additional award or incentive amount from the revenue fee worksheet. This amount is validated against the revenue fee limit and cannot be overridden on the event row. To change the proposed amount you must navigate to the revenue fee worksheet. Anytime that a proposed amount is modified, the system validates the amount against the revenue fee limit once the amount is entered and saved.                 |
| <b>Costs Used in Fee Calculation</b> (Project Costing-Billing) | <p>Displays the total of all billable cost rows from the contract line's inception to the current date with a fee status of one (1). The minimum valid value for this field is zero, and the maximum valid value for this field is the total of all billable costs rows from the contract line's inception to the current date.</p> <p>This total comes from the billing cost rows stored in the Project Costing Project Transactions tables.</p> |
| <b>Current Period Billable Costs</b>                           | Displays the total of all billable costs rows with a blank fee status value. A blank fee status indicates that the billable costs row has not been used for fee calculations. This total comes from the billing cost rows stored in the Project Costing Project Transactions tables.                                                                                                                                                              |
| <b>Days Lag</b>                                                | For <i>Milestone</i> event types, you can specify a positive number in this field. The days lag is the number of days after the milestone has completed that the system waits before processing the event.                                                                                                                                                                                                                                        |
| <b>Event</b>                                                   | Displays the event sequence number. The award fee schedule enables you to enter additional event rows to process your revenue fees. The incentive fee schedule allows only one event fee row to be entered on the schedule.                                                                                                                                                                                                                       |
| <b>Event Type</b>                                              | <p>Select the event type of milestone or date. Use an event type of <i>Date</i> to trigger revenue recognition for your award or incentive fees based on the accounting date specified for the event.</p> <p>Use an event type of <i>Milestone</i> to trigger revenue recognition for your award or incentive fees based on the completion of a PeopleSoft Contracts or PeopleSoft Project Costing milestone.</p>                                 |



| <b>Field or Control</b>                                     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Status</b> (Award or incentive fee event schedule) | <p>Select the status of the event. The event status controls the timing of when the event can be processed. Select from the following statuses:</p> <ul style="list-style-type: none"> <li> <i>Pending</i>: Appears by default when you open the Revenue Plan award or incentive fee event schedule page.<br/><br/> You can enter a fee event row in pending status and edit the fee event data. </li> <li> <i>Ready</i>: Set the fee event row to <i>Ready</i> status when you are ready to process the adjustment.<br/><br/> When you run the As-Incurred Revenue (PSA_ACCTGGL) process to generate the event row, the system checks the amount against the award or incentive fee limit. Only one event row can be set to <i>Ready</i> status at any one time.<br/><br/> Fee event rows in <i>Ready</i> status cannot be edited. You must first reset the status to pending to make any changes to the row. </li> <li> <i>Completed</i>: Set by the system when you run the As-Incurred revenue process.<br/><br/> The system processes the revenue fee and sets the event row to a status of <i>Completed</i>. Award and incentive fee event rows in <i>Completed</i> status can no longer be edited. </li> </ul> |
| <b>Event Note</b>                                           | Click the link to enter a free-form note regarding the fee event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Funded Cost Limit</b>                                    | Displays the funded limit amount entered on the Contract Amounts page for the contract line. The minimum valid value for this field is the inception to date actual costs that have had billing rows created. The maximum valid value for this field is the billing cost limit entered on the Contract Amounts page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Funded Fee Limit</b>                                     | Displays the funded fee limit amount entered on the Contract Amounts page for the contract line. The minimum valid value for this field is the inception to date fee amount that has been billed. The maximum valid value is the limit for the funded fee limit amount that is entered on the Contract Amounts page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Field or Control</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Override</b>                         | <p>Select to override the amounts entered in the revenue fee limit, fee percent, and proposed fee fields. Any overrides that you enter only apply to the one fee row that is created and is subject to fee limit processing. Once the fee is generated, the system resets the override option to <i>Proposed</i> and resets any changed values back to their previous values.</p> <hr/> <p><b>Note:</b> If no fee is to be recognized for the contract line, then you must manually enter zero in the proposed fee field and select the <b>Override</b> option. Otherwise, the system processes the fee amount proposed by the system.</p> <hr/> |
| <b>Milestone Origin</b>                 | <p>Select from the following values:</p> <ul style="list-style-type: none"> <li>• <i>Contracts</i>: Associates the revenue recognition fee event to a milestone that was defined in PeopleSoft Contracts.</li> <li>• <i>Projects</i>: Associates the revenue recognition fee event to a milestone that was defined in PeopleSoft Project Costing.</li> </ul>                                                                                                                                                                                                                                                                                     |
| <b>Milestone Nbr</b> (Milestone Number) | If you have a <i>Milestone</i> event type with an origin of <i>Contracts</i> , select a milestone number from the drop-down list box of all milestones that you have defined for this contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Milestone Status</b>                 | Displays the status of the selected milestone. Values are: <i>Pending</i> , <i>Ready</i> , <i>Completed</i> , and <i>Cancelled</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Process Automatically</b>            | Select to automatically verify that the proposed fee amount is within the specified limit parameters, accept the system proposed fee amount, and process the proposed fee amount to PeopleSoft Billing and PeopleSoft General Ledger for your billing and revenue fees.                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Project Info</b>                     | If you have a <i>Milestone</i> event type with an origin of <i>Projects</i> , click to select the project and activity and activity status containing the milestone to which you want to link this revenue event.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Proposed</b>                         | Select to accept the proposed fee amount calculated by the system. This option is selected by default for the revenue fee worksheet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Submit for Processing</b>            | Click the button to run the fee limit processor and generate a billing or revenue fee row. The fee limit processor evaluates the proposed fee and determines if the fee amount is within the billing and revenue fee limits defined for the contract line. The fee limit processor can also be initiated when the fee worksheet is saved.                                                                                                                                                                                                                                                                                                        |

| <i><b>Field or Control</b></i> | <i><b>Description</b></i>                                                                |
|--------------------------------|------------------------------------------------------------------------------------------|
| <b>Total Contract Line</b>     | Displays the total of the funded cost and funded fee limit amount for the contract line. |

## Defining Fee Calculations

To enable the PeopleSoft Contracts system to calculate fees for your cost-plus contract lines, you must first complete the system setup for the fees that are used in your contracts, and then enter the relevant fee calculation data used by the fee worksheets to calculate the proposed fee amounts for each contract line.

To set up your system to enable fee processing, complete the following tasks:

- Set up the fee definitions for all fee types used in your contracts at the PeopleSoft Contracts business unit level.

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**Note:** If a fee definition is not set up for a specific fee type, that fee type cannot be associated with a contract line, added to a contract, and saved. Edit checks exist on the contract to prevent this situation from occurring.

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- Set up the fee analysis groups and types used by the fee worksheets to calculate the proposed billing and revenue fee amounts.

After you have set up the fee requirements for your system, you must enter the relevant fee data for your cost-plus contract lines on the individual contracts to enable the system to calculate fees. All contract line cost data is stored in the Project Costing Project Transaction tables.

To set up your contract lines to enable fee processing, complete the following tasks:

- Complete the Contract Amounts page.

Cost-plus contract lines are associated with a Contract Amounts page that enables you to define the funded, revenue and fee limit amounts that are used in the billing and revenue fee calculations. You can also enter period of performance date ranges on this page for cost and fee limit processing.

- Assign at least one project and activity to the contract line.

Projects and activities must be assigned to the cost-plus contract lines to indicate which costs should be included in the inception to date cost calculations for fees. You also must select which project and activity set should be stamped on the generated billing and revenue fee rows.

- Assign an active rate plan to the contract line.

Contract-specific or standard rate plans must be assigned to the cost-plus contract lines to enable the system to generate costs, indirect costs, billing and revenue rows used in the calculation of fee rows.

If your contract lines do not require complex pricing, a single contract-specific or standard rate set can be used.

See [Defining Cost-Plus Contract Fees](#), [Analysis Groups Page](#), [Defining Cost-Plus Contract Lines](#), [Pricing Cost-Plus Contract Lines](#).

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## Defining Cost-Plus Contract Header Data

This section provides an overview of defining contract header data for contracts containing cost-plus contract lines and discusses how to define contract headers for contracts containing cost-plus contract lines.

### Page Used to Define Contract Headers for Contracts Containing Cost-Plus Contract Lines

| <i>Page Name</i>                         | <i>Definition Name</i> | <i>Usage</i>                                   |
|------------------------------------------|------------------------|------------------------------------------------|
| <a href="#">Contracts — General Page</a> | CA_HDR_PNL             | Set up and manage contract header information. |

### Understanding Defining Contract Header Data for Contracts Containing Cost-Plus Contract Lines

The contract header enables you to define the customer data, as well as the overall terms and conditions for the contract, such as billing options, payment terms, contract start date, and relationship, if any, to other contracts. To apply the cost-plus functionality for a contract, you must define the contract, assign a contract classification of *Government*, and assign at least one rate-based contract line to the contract that is associated with a fee type other than *None*.

#### Related Links

[Understanding Defining Contract Header Data](#)

### Contracts — General Page

See [Defining General Contract Information](#).

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## Defining Cost-Plus Contract Lines

This section provides an overview of defining cost-plus contract lines, lists common elements and discusses how to define cost-plus contract line terms and amounts for fixed fees, define cost-plus contract line terms and amounts for award fees, define cost-plus contract line terms and amounts for incentive fees, and define cost-plus contract line terms and amounts for other fees.

## Page Used to Define Cost-Plus Contract Line Terms and Amounts

| <b>Page Name</b>             | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                             |
|------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Contract Amounts Page</u> | CA_AMT_TERMS           | Define contract terms and conditions and set up limit processing parameters for rate-based contract lines associated with fee types of <i>Fixed</i> , <i>Award</i> , <i>Incentive</i> and <i>Other</i> . |

## Understanding Defining Cost-Plus Contract Lines

Cost-plus contract lines are rate-based contract lines associated with a fee type. To track, calculate, and report on fees associated with a government contract, you must define a contract with a contract classification of *Government* and add rate-based contract lines to it that have been assigned a fee type of *Fixed*, *Award*, *Incentive* or *Other*. A government contract can contain any combination of rate-based contract lines associated with various fee types, but only one fee type can be assigned to a rate-based contract line. After you add the contract lines to the contract and save the contract, the system can create fee-specific pages to process and manage cost-plus attributes, such as funded amount, revenue and fee limits, period of performance billing controls, fee worksheets, and so on.

After a fee type is assigned to a rate-based contract line, and that contract line is added to the contract and saved, the system generates a fee-specific Contract Amounts page, and Billing and Revenue Fee Worksheet pages, that once complete, enables the system to calculate fees. The data entered on the Contract Amounts page enables the system to calculate the funded and revenue fee amounts as well as capture base fee calculation data used by the billing and revenue fee worksheets. Because the attributes used for cost-plus contract processing are controlled at the contract line level, if a contract line is added with an incorrect fee type, you must delete that contract line and unassign any billing and revenue plans associated with it. You can then add a new contract line assigned to the correct fee type.

See [Defining Contract Lines](#).

## Common Elements Used in This Section

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                   |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Awarded Cost</b>     | Enter the awarded amount for the contract line. This amount is used as a control amount and cannot be exceeded by the entered funded amount.         |
| <b>Awarded Fee</b>      | Enter the awarded fee amount for the contract line. This amount is used as a control amount and cannot be exceeded by the entered funded fee amount. |
| <b>Awarded Total</b>    | Displays the calculated total of the awarded costs and awarded fee amounts for the contract line.                                                    |

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Funded Cost</b>            | Enter the funded costs amount for the contract line. This amount is used for limit processing for transactions occurring against this contract line. The amount that you enter here cannot exceed the awarded amount.                                                                                                                                                                                                                                                                           |
| <b>Funded Fee</b>             | Enter the funded fee amount for this contract line. Government contracts generally contain limits on the amount of fees that can be billed. The amount entered here is used to limit the amount of fees that can be billed for this contract line. For fixed, award, and incentive fees, this field is populated by the system based on calculations using the funded cost amount; however, the value can be overridden. For a fee type of <i>Other</i> , you must enter the funded fee amount. |
| <b>Funded Total</b>           | Displays the calculated total of funded cost and funded fee amounts for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Revenue Cost</b>           | Enter the revenue costs for the contract line. This field will only appear for contract lines associated with a fee type (cost-plus) and you must have selected the <i>Separate Billing and Revenue</i> option on the Install Options-Contracts page. Enter a revenue cost amount when you need to set a separate revenue recognition limit amount for this contract line.                                                                                                                      |
| <b>Revenue Fee Worksheet</b>  | Click to access the revenue fee worksheet. This link will only appear for contract lines associated with a fee type (cost-plus) and you must have selected the <i>Separate Billing and Revenue</i> option on the Install Options-Contracts page.                                                                                                                                                                                                                                                |
| <b>Transaction Limits</b>     | Click to access the Transaction Limits page and enter transaction limit criteria and amounts for this contract line.<br><br>See <a href="#">Transaction Limits Page</a> .                                                                                                                                                                                                                                                                                                                       |
| <b>Review Limits</b>          | Click to access the Review Limits component. The Review Limits component enables you to review overall limit amounts, amounts remaining, and any amounts in excess for the contract line. For excess limit amounts, you can also view the details of the last processed transaction.                                                                                                                                                                                                            |
| <b>Perform Limit Checking</b> | Click this button to perform limit checking for this contract line on an ad hoc basis. Clicking this button will launch the Limits (CA_LIMIT) process and run limit checking for the contract line's billing and revenue limit amounts if changes were made using amendment processing.                                                                                                                                                                                                         |
| <b>Start Date</b>             | Enter the start date for the contract line. Government Contracts enables you to control billing and limit processing within a specified date range per contract line. After the contract is set to an active processing status, this date is no longer editable if the <b>Control Limits and Billing</b> option is selected.                                                                                                                                                                    |

| <b>Field or Control</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>End Date</b>                   | Enter the end date for the contracts line. After the contract is set to an active processing status, this date can be changed throughout the life of the contract, using amendment processing, but cannot be set to a date prior to the entered start date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Control Limits and Billing</b> | <p>Select the check box to control billing and limit processing for rate-based and rate-based contract lines associated with a fee type (cost-plus). When this option is selected, the Contracts/Billing Interface (CA_BI_INTFC) process and the Limits (CA_LIMIT) process will only select transactions for processing if the transaction date falls within the period of performance date. All other transactions are not processed.</p> <hr/> <p><b>Note:</b> If you have not selected the option to separate billing and revenue on the Installation Options-Contracts page, the period of performance settings also apply to revenue, as the billing transaction rows (BIL) are used for both billing and revenue recognition purposes.</p> <hr/> <p>See <a href="#">Contract Amounts Page</a>.</p> |

## Contract Amounts Page

Use the Contract Amounts page (CA\_AMT\_TERMS) to define contract terms and conditions and set up limit processing parameters for rate-based contract lines associated with fee types of Fixed, Award, Incentive and Other.

Navigation:

- **Customer Contracts > Determine Price and Terms > Contract Terms > Contract Amounts**
- Click the **Contract Terms** link on the Detail tab of the Contract – Lines page.

This example illustrates the fields and controls on the Contract Amounts page (fixed fee type). You can find definitions for the fields and controls later on this page.

| Contract Amounts                       |      |                                       |                                                     |
|----------------------------------------|------|---------------------------------------|-----------------------------------------------------|
| Contract Number GFCONTRACT             |      | Sold To Customer Apex Systems         |                                                     |
| Amendment Number                       |      | Contract Status PENDING               |                                                     |
| Contract Line 2                        |      | Price Type Rate                       |                                                     |
| Product CONS-CUSTOM                    |      | Fee Type Fixed Fee                    |                                                     |
| Description Consulting - Customize     |      |                                       |                                                     |
| <b>Limit Details</b>                   |      |                                       |                                                     |
|                                        | Cost | Fee                                   | Total                                               |
| Awarded                                | 0.00 | 0.00                                  | 0.000                                               |
| Funded                                 | 0.00 | 0.00                                  | 0.000                                               |
| Revenue                                | 0.00 |                                       |                                                     |
| <a href="#">Transaction Limits</a>     |      | <a href="#">Review Limits</a>         |                                                     |
| <a href="#">Perform Limit Checking</a> |      |                                       |                                                     |
| <b>Fixed Fee</b>                       |      |                                       |                                                     |
| Billing Fixed Fee Percent 0.00000000   |      |                                       |                                                     |
| <a href="#">Billing Fee Worksheet</a>  |      | <a href="#">Revenue Fee Worksheet</a> |                                                     |
| <b>Period of Performance</b>           |      |                                       |                                                     |
| Start Date                             |      | End Date                              | <input type="checkbox"/> Control Limits and Billing |

## Fixed Fee

| Field or Control                 | Description                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Fixed Fee Percent</b> | Enter the fixed fee percent amount for the contract line. The fixed fee percent is multiplied by the total funded costs to determine the total funded fee amount. The fixed fee amount represent the profit earned on top of total costs for performing the service or creating the product defined on the contract, but is subject to a limit.                                                             |
| <b>Revenue Fee Worksheet</b>     | Click to access the revenue fee worksheet and define, calculate and manage fixed fee percentages, limit amounts and fee amounts for revenue. This link only appears if you have selected the <b>Separate Billing and Revenue</b> check box on the Installation Options-Contracts page, and after the revenue plan is defined for the contract line.<br><br>See <a href="#">Revenue Fee Worksheet Page</a> . |

## Contract Amounts — Award Fee Page

Access the Contract Amounts award fees.



This example illustrates the fields and controls on the Contract Amounts page (award fee type). You can find definitions for the fields and controls later on this page.

Contract Amounts

Related Projects

Withholding

Contract Number

GFCONTRACT



Sold To Customer

Apex Systems

Amendment Number

Contract Status

PENDING

Contract Line

1

Price Type

Rate

Product

CONS-ALLOCATIONS

Fee Type

Award Fee

Description

Consulting-GL Allocations

Limit Details

|         | Cost                              | Fee                               | Total |
|---------|-----------------------------------|-----------------------------------|-------|
| Awarded | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.000 |
| Funded  | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.000 |
| Revenue | <input type="text" value="0.00"/> |                                   |       |

Transaction Limits

Review Limits

Perform Limit Checking

Award Fee

Billing Base Fee Percent

Additional Award

☒ Percent

☐ Amount

Billing Fee Worksheet

Revenue Fee Worksheet

Period of Performance

Start Date



End Date



☐ Control Limits and Billing

Award Fee

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Billing Base Fee Percent | <p>Enter the billing base fee percent amount for the contract line.</p> <p>The billing base fee percent is multiplied by the total funded costs to determine the total funded fee amount. The billing base fee amount represent the agreed upon profit percentage earned on top of total costs for performing the service or creating the product defined on the contract, but is subject to a limit.</p> <hr/> <p><b>Note:</b> If no base fee percentage is provided by the government, you can enter zero in this field, and the system will not calculate a base fee amount.</p> <hr/> |
| Additional Award         | <p>Enter the additional award amount or percent available for work completed for this contract line. If you select the <b>Percent</b> option, and enter a percentage, the system multiplies the percentage by the funded cost amount and displays the result in the corresponding field. You can manually override the calculated amount if needed, or select the <b>Amount</b> option and enter the amount in the corresponding field.</p>                                                                                                                                               |

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Fee Worksheet</b> | <p>Click to access the revenue fee worksheet and define, calculate, and manage award fee percentages, limit amounts and fee amounts for revenue. This link only appears if you have selected the <b>Separate Billing and Revenue</b> check box on the Installation Options-Contracts page, and after the revenue plan is defined for the contract line.</p> <p>See <a href="#">Revenue Fee Worksheet — Award Fees Page</a>.</p> |

## Contract Amounts — Incentive Fee Page

Access the Contract Amounts page for incentive fees.

This example illustrates the fields and controls on the Contract Amounts page (incentive fee type). You can find definitions for the fields and controls later on this page.

| Contract Amounts                         |  |                       |  | Related Projects                                    |  | Withholding |  |
|------------------------------------------|--|-----------------------|--|-----------------------------------------------------|--|-------------|--|
| Contract Number GFCONTRACT               |  |                       |  | Sold To Customer Apex Systems                       |  |             |  |
| Amendment Number                         |  |                       |  | Contract Status PENDING                             |  |             |  |
| Contract Line 3                          |  |                       |  | Price Type Rate                                     |  |             |  |
| Product CONS-DESIGN                      |  |                       |  | Fee Type Incentive Fee                              |  |             |  |
| Description Consulting-Implementn Design |  |                       |  |                                                     |  |             |  |
| <b>Limit Details</b>                     |  |                       |  |                                                     |  |             |  |
|                                          |  | Cost                  |  | Fee                                                 |  | Total       |  |
| Awarded                                  |  | 0.00                  |  | 0.00                                                |  | 0.000       |  |
| Funded                                   |  | 0.00                  |  | 0.00                                                |  |             |  |
| Revenue                                  |  | 0.00                  |  |                                                     |  |             |  |
| Transaction Limits                       |  | Review Limits         |  | Perform Limit Checking                              |  |             |  |
| <b>Incentive Fee</b>                     |  |                       |  |                                                     |  |             |  |
| Cost Share Percent                       |  | Underrun              |  | Overrun                                             |  |             |  |
|                                          |  | 0.00000000            |  | 0.00000000                                          |  |             |  |
| Fee Percent                              |  | Target                |  | Minimum                                             |  | Maximum     |  |
|                                          |  | 0.00000000            |  | 0.00000000                                          |  | 0.00000000  |  |
| Fee Amount                               |  | 0.00                  |  | 0.00                                                |  | 0.00        |  |
| Billing Fee Worksheet                    |  | Revenue Fee Worksheet |  |                                                     |  |             |  |
| <b>Period of Performance</b>             |  |                       |  |                                                     |  |             |  |
| Start Date                               |  | End Date              |  | <input type="checkbox"/> Control Limits and Billing |  |             |  |

## Incentive Fee

Incentive fee calculations are based on the funded and revenue limit amounts that you enter on this page. If you leave these fields blank, then the system cannot properly calculate the fee amounts for billing and revenue. Revenue fee limit amounts are only required if you have selected the **Separate Billing and Revenue** option on the Installation Options-Contracts page.

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost Share Percent: Underrun</b> | Enter the cost share underrun percentage that the system uses to adjust the target fee percentage that can be billed. Fee calculations are based on the funded cost amount.                                                                                                                                                                                                                                             |
| <b>Cost Share Percent: Overrun</b>  | Enter the cost share overrun percentage that the system uses to adjust the target fee percentage that can be billed. Fee calculations are based on the funded cost amount.                                                                                                                                                                                                                                              |
| <b>Fee Percent: Target</b>          | Enter the target fee percent that the system uses to calculate the target fee amount. Fee calculations are based on the funded cost amount.                                                                                                                                                                                                                                                                             |
| <b>Fee Percent: Minimum</b>         | Enter the minimum billable fee percentage for the contract line. Fee calculations are based on the funded cost amount.                                                                                                                                                                                                                                                                                                  |
| <b>Fee Percent: Maximum</b>         | Enter the maximum billable fee percentage for the contract line. This fee percent is used to calculate the funded fee limit amount by multiplying the maximum fee percent by the funded cost amount.                                                                                                                                                                                                                    |
| <b>Fee Amount: Target</b>           | Displays the calculated result of the target fee percentage multiplied by the funded cost amount.                                                                                                                                                                                                                                                                                                                       |
| <b>Fee Amount: Minimum</b>          | Displays the calculated result of the minimum fee percentage multiplied by the funded cost amount.                                                                                                                                                                                                                                                                                                                      |
| <b>Fee Amount: Maximum</b>          | Displays the calculated result of the maximum fee percentage multiplied by the funded cost amount.                                                                                                                                                                                                                                                                                                                      |
| <b>Revenue Fee Worksheet</b>        | <p>Click to access the revenue fee worksheet and define, calculate, and manage incentive fee percentages, limit amounts, and fee amounts for revenue. This link only appears if you have selected the <b>Separate Billing and Revenue</b> check box on the Installation Options-Contracts page, and after the revenue plan is defined for the contract line.</p> <p>See <a href="#">Revenue Fee Worksheet Page</a>.</p> |

## Contract Amounts — Other Fee Page

Access the Contract Amounts page for other fees.

This example illustrates the fields and controls on the Contract Amounts page (other fee type). You can find definitions for the fields and controls later on this page.

Contract Amounts

Related Projects

Withholding

Contract Number

GFCONTRACT



Sold To Customer

Apex Systems

Amendment Number

Contract Status

PENDING

Contract Line

4

Price Type

Rate

Product

CONS-ESA

Fee Type

Other Fee

Description

CONSULTING-ESA ENHANCEMENTS

Limit Details

|         | Cost                              | Fee                               | Total |
|---------|-----------------------------------|-----------------------------------|-------|
| Awarded | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.000 |
| Funded  | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | 0.000 |
| Revenue | <input type="text" value="0.00"/> |                                   |       |

Transaction Limits

Review Limits

Perform Limit Checking

Other Fee

Other Fee Billing Amount

Billing Fee Worksheet

Revenue Fee Worksheet

Period of Performance

Start Date

End Date

☐ Control Limits and Billing

Other Fee

The fee type of *Other* is used to track and calculate fees that have no specific attributes. Using this fee type, you can enter a user-defined fee amount that is billed by the system each time that you run the fee process.

**Note:** You can also use this fee type to enable cost-plus functionality for your contract lines, but not generate fees by assigning the fee type of *Other* to the contract line and entering a fee billing amount of zero.

| Field or Control         | Description                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Fee Billing Amount | Enter the other billing fee amount for the contract line.                                                                                                                                                                                                                                                                                                                                                            |
| Revenue Fee Worksheet    | <div>Click to access the revenue fee worksheet and define, calculate, and manage fee limit amounts and fee amounts for revenue. This link only appears if you have selected the <b>Separate Billing and Revenue</b> check box on the Installation Options-Contracts page, and after the revenue plan is defined for the contract line.</div> <div>See <a href="#">Revenue Fee Worksheet — Other Fees Page</a>.</div> |

## Adding Products to Contracts with Cost-Plus Functionality

This section provides an overview of adding products with cost-plus functionality and discusses how to add products with cost-plus functionality to a government contract.

### Page Used to Add Products to Cost-Plus Contract Lines

| <i>Page Name</i>               | <i>Definition Name</i> | <i>Usage</i>                                                                                                |
|--------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------|
| <u>Add Contract Lines Page</u> | CA_OFFERING_SRCH       | Use to select and add amount-based, rate-based, and rate-based with fee types contract lines to a contract. |

### Understanding Adding Products with Cost-Plus Functionality

To enable the cost-plus functionality for a product, you assign a fee type to the product before adding it to the contract. Only rate-based products can be associated with a fee type and cost-plus functionality. Only one fee type can be associated to a rate-based contract line. When the product is added to the contract and the contract is saved, the system automatically creates a Contract Amounts page for the contract line that is specific to the fee type. If you use billing and revenue templates to automatically create billing and revenue plans for the cost-plus contract lines, then upon saving the contract, billing and revenue plans are automatically generated in a pending status. Billing and revenue worksheets that are specific to the contract line fee type are also automatically created and associated with the billing and revenue plans.

**Note:** If you add a contract line with an incorrect fee type to the contract, you must first delete the contract line and then add a new product with the correct fee type. This is required because the Contract Amounts page and billing and revenue worksheets (if billing and revenue plans are defined for the contract line) that are automatically created for the contract line are fee specific. If you have already defined billing and revenue plans for the contract lines, you must also unassign the billing and revenue plans from the contract line first before deleting the contract line.

### Add Contract Lines Page

Use the Add Contract Lines page (CA\_OFFERING\_SRCH) to use to select and add amount-based, rate-based, and rate-based with fee types contract lines to a contract.

Navigation:

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

Click the **Add Contract Lines** button on the Contract – Lines page.

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

**General Information**  
**Add Contract Lines**

**Search**

Product Group: CONSULTING ☐ Product Kits  
 Product:  ☐ Renewable  
 Product Description:   
 Price Type: Rate  
 Physical Nature:

**Search Results** Personalize | Find | View All | | First 1-10 of 10 | Last

**General** **Templates**

|                          | Product               | Description                   | Price Type | Physical Nature | Product Kit | *Fee Type | Start Date           | End Date             | Renewable | Renewal Action | Quantity | UOM |
|--------------------------|-----------------------|-------------------------------|------------|-----------------|-------------|-----------|----------------------|----------------------|-----------|----------------|----------|-----|
| <input type="checkbox"/> | 1 CONS-ALLOCATIONS    | Consulting-GL Allocations     | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> |           |                | 1.0000   | EA  |
| <input type="checkbox"/> | 2 CONS-CUSTOM         | Consulting - Customize        | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 3 CONS-DESIGN         | Consulting-Implementn Design  | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 4 CONS-ESA            | CONSULTING-ESA ENHANCEMENTS   | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 5 CONS-INSTALL        | Consulting - Installation     | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 6 CONS-TRAIN          | Consulting - Training         | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 7 CONS-WORKFLOW       | Consulting-Workflow Implement | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> |           |                | 1.0000   | EA  |
| <input type="checkbox"/> | 8 CONS_IMPLEMENT      | IMPLEMENT                     | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 9 FININT - CONSULTIN  | Financial Integration         | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |
| <input type="checkbox"/> | 10 INTEGRATION - CONS | Integration - Consulting      | Rate       | Goods           | N           | None      | <input type="text"/> | <input type="text"/> | N         |                | 1.0000   | EA  |

☒ Select All ☐ Clear All

**Create Plans from Template** **Combine Like Templates**

☒ Billing Plans ☒ Billing Plans  
☒ Revenue Plans ☒ Revenue Plans  
☒ Renewal Plans

## Search Products

Use the fields in this section to enter search criteria to limit the search results to only products matching your criteria. Only products associated with the *Rate* price type are eligible for cost-plus functionality. Only products associated with a price type of rate or amount are eligible to be added to government contracts.

## Search Results: General Tab

| <b>Field or Control</b> | <b>Description</b>                                                                                |
|-------------------------|---------------------------------------------------------------------------------------------------|
| <b>Product</b>          | Displays the product identifier for the product as entered on the Product Definition page.        |
| <b>Price Type</b>       | Displays the price type assigned to the product on the Product Definition-Contracts Options page. |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fee Type</b>         | <p>Assign a fee type to products with a price type of <i>Rate</i> to add the product to the contract with cost-plus functionality. Values include:</p> <ul style="list-style-type: none"> <li>• <i>None</i>: Appears by default. Select this value to add the product as a regular rate-based contract line without cost-plus functionality.</li> <li>• <i>Award</i>: Select this value to calculate award fees for the contract line. Award fee represents a base fee percentage that is used to compute a base fee, and an extra award fee that government contractors are awarded for either producing certain deliverables or for finishing their work by a certain date (or a combination of these).</li> <li>• <i>Fixed</i>: Select this value to calculate fixed fees for the contract line. Fixed fees represent an agreed upon percentage between the government and the government contractor.</li> <li>• <i>Incentive</i>: Select this value to calculate incentive fees for this contract line. Incentive fees represent cost-sharing scenarios for fees between the contractor and the government.</li> <li>• <i>Other</i>: Select this value to calculate other fees for this contract line. Other fees represent any fee type that is not associated with any special attributes.</li> </ul> |
| <b>Start Date</b>       | <p>Enter a start date for the contract line. The value that you enter here populates onto the Contract – Lines page. The system uses this start date to initiate billing for products with recurring price types.</p> <p>In addition, if this contract line is associated with a template with a basis date source option of <i>Contract Line Start Date</i>, the system uses this start date when populating events onto the contract line.</p> <hr/> <p><b>Note:</b> You must enter a value in the <b>Contract Line Start Date</b> field if a template with a basis date source option of <i>Contract Line Start Date</i> is associated with the product that you are adding to the contract.</p> <hr/> <p><b>Note:</b> This field is not available for entry if you selected the <b>Product Kits</b> check box in the <b>Search</b> group box.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>End Date</b>              | <p>Enter an end date for the contract line. The value that you enter here populates onto the Contract – Lines page.</p> <p>The system displays the latest end date from all contract lines that are defined for the contract on the Contract – General page.</p> <hr/> <p><b>Note:</b> This field is not available for entry if you selected the <b>Product Kits</b> check box in the <b>Search</b> group box. This field is also not available for entry if you selected <i>Recurring</i> in the <b>Price Type</b> field.</p> <hr/> |
| <b>Quantity</b>              | Enter the quantity of the product selected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>UOM</b> (unit of measure) | <p>Displays the default unit of measure assigned to the product. You can select a different unit of measure from those values previously defined for the product.</p>                                                                                                                                                                                                                                                                                                                                                                |

### Search Results: Templates Tab

Select the Templates tab.



This example illustrates the fields and controls on the Add Contract Lines page: Templates tab (rate price type). You can find definitions for the fields and controls later on this page.

General

Lines

General Information

Add Contract Lines

Search

Product GroupBUILDING

Product

Product Description

Price TypeRate

Physical NatureGoods

Search

☐ Product Kits

☐ Renewable

Search Results

PersonalizeFindView All

First1-5 of 5Last

General

Templates

|                          | Product             | Revenue Plan | Billing Plan | Billing Plan Detail | Renewal Plan |
|--------------------------|---------------------|--------------|--------------|---------------------|--------------|
| <input type="checkbox"/> | 1 BUILDING 2        | GRANTSMT     | IMMEDIATE    | STANDARD            | MONTHLY      |
| <input type="checkbox"/> | 2 BUILDING1         |              |              |                     |              |
| <input type="checkbox"/> | 3 BUILDING10        |              |              |                     |              |
| <input type="checkbox"/> | 4 BUILDING3         |              |              |                     |              |
| <input type="checkbox"/> | 5 INTERIOR DESIGN10 |              |              |                     |              |

☒ Select All

☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

☒ Renewal Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revenue Plan     | Select a predefined revenue plan template to automatically create a revenue plan for the contract line. Cost-plus contract lines require that you use revenue plan templates associated with an as-incurred revenue plan method. If you select a revenue plan template associated with a revenue plan method other than as-incurred, the system will not allow you to add the product onto the contract. |

| <b>Field or Control</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Plan</b>               | Select a predefined billing plan template to automatically create a billing plan for the contract line. Cost-plus contract lines require that you use billing plan templates associated with an as-incurred billing plan method. If you select a billing plan template associated with a billing plan method other than as-incurred, the system will not allow you to add the product onto the contract.                                                                                                                                                                                                                             |
| <b>Billing Plan Detail</b>        | Select a billing plan detail template to automatically populate the Billing Plan General page for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Create Plans from Template</b> | Select to enable the system to automatically create billing and revenue plans from billing and revenue plan templates assigned to the product. Billing and revenue plan templates are automatically created when the products are added to the contract and the contract is saved.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Combine Like Templates</b>     | Select to automatically combine multiple products onto the same billing or revenue plan when the product is assigned to the same billing or revenue plan template. This option does not apply to cost-plus contract lines as they must be assigned to their own individual billing and revenue plans. The attributes of the billing and revenue plans for cost-plus contract lines are created specifically to meet the needs of the fee type assigned to the rate-based product. This option can be used to combine billing and revenue plan for amount-based products and rate-based products assigned a fee type of <i>None</i> . |
| <b>Add Contract Lines</b>         | Click this button to add the selected products to your contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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## Creating Ad Hoc Products for Cost-Plus Contract Lines

This section provides an overview of creating ad hoc products for cost-plus contract lines and discusses how to create ad hoc products for cost-plus contract lines.

## Page Used to Create Ad Hoc Products for Cost-Plus Contract Lines

| <i>Page Name</i>                           | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                |
|--------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Create Ad Hoc Product Page</a> | CA_PROD_ADHOC          | Create an ad hoc product that is used only for a specific contract. You can convert the product to be generally available to all government contracts also. |

## Understanding Creating Ad Hoc Products for Cost-Plus Contract Lines

When adding contract lines to your government contracts, you can either select from the amount and rate-based products previously defined in your PeopleSoft Contracts system, or you can define a product that is specific to the contract that you are creating. Contract specific products are referred to as *ad hoc products* and are defined after you have created your contract and are adding your contract lines.

When you create an ad hoc product for a government contract, you must select a price type of either rate or amount. If you are defining an ad hoc product that will require cost-plus functionality, then you must specify *Rate* as the price type and you must also assign a fee type to the product of *Fixed*, *Award*, *Incentive* or *Other*. After you define the basic information for the product, you can add the product to the contract and assign the contract line attributes needed for processing.

Ad hoc products are only available to be used on the contract for which they were created. However, you can make these products generally available to your other contracts by using the Create Products from Ad Hoc Products feature in PeopleSoft Contracts.

### Related Links

“Create Products from Ad Hoc Products Page” (PeopleSoft Contracts)

## Create Ad Hoc Product Page

See “Creating Ad Hoc Product Lines” (PeopleSoft Contracts), “Create Products from Ad Hoc Products Page” (PeopleSoft Contracts).

---

## Pricing Cost-Plus Contract Lines

This section provides an overview of pricing cost-plus contract lines and discusses how to define rate plans.

## Page Used to Price Cost Plus Contract Lines

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                                                                                                                                                       |
|------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Rate Plans Page</u> | PC_RATE_PLANS          | Create any combination of cost, billing, and revenue rate sets together to perform complex pricing scenarios for your cost-plus contract lines. Revenue rate sets can only be defined if the <b>Separate Billing and Revenue</b> check box on the Installation Options-Contracts page is selected. |

## Understanding Pricing Cost-Plus Contract Lines

This section discusses:

- Pricing cost-plus contract lines.
- Defining rate plans for cost-plus contract lines.

### Pricing Cost-Plus Contract Lines

Rate-based contract lines are priced using PeopleSoft Project Costing rate sets and rate plans. Cost-plus contract lines have three cost components that must be calculated and reported to the government for the companies to receive proper payment for their services:

- **Direct costs:** Direct costs represent the actual costs directly associated with the contract and are generally reimbursed by the government at the actual cost rate.
- **Indirect costs:** Indirect costs represent overhead costs that are incurred as a result of performing the contract.

Examples of indirect costs can include general and administrative expenses, fringe benefit expenses, and cost of money. To determine the amount of indirect costs that are eligible for reimbursement by the government and for revenue recognition, the contract uses government approved indirect costing rates. Indirect costs for billing purposes are based on provisional rates and exclude nonbillable costs. Indirect costs for revenue recognition are based on forward pricing rates and include nonbillable costs.

A contractor could use the same rate for billing and revenue recognition or they may use completely separate rates. If separate rates are used, then the contractor would use variance pricing to balance the amount billed with the amount recognized as revenue, throughout or at the end of, the contract.

- **Fees:** Fees represent the profit that is received based on the services that are rendered by the government contractor.

A government contract may include one, or a combination of, the fee types of Fixed, Award, Incentive, or Other. Only one fee type can be assigned to a rate-based contract line at any one point in time. Fees are subject to limits for billing and revenue and may have different limit levels applied for billing and for revenue.

## Defining Rate Plans for Cost-Plus Contract Lines

To set up the complex pricing required for cost-plus contract lines, PeopleSoft Contracts uses PeopleSoft Project Costing rate sets and rate plans. If you will be using separate rates to calculate your indirect costs for billing and revenue you must define a billing rate set and a revenue rate set respectively. To calculate direct costs, you must define a costing rate set.

Because PeopleSoft Contracts only allows you to assign one rate set to a contract line at any particular point in time, after you define the rate sets required for your business needs, you must combine the rate sets onto a rate plan. The rate plan is assigned to the cost-plus contract line on the Related Projects page. It is this relationship that enables you to calculate the direct and indirect costs used to bill and recognize revenue for your cost-plus contract lines.

You define your rate sets to apply the rates you define to your source transactions. After you have defined all of the rate sets that you need, you assign the rate sets to a rate plan. The rate plan can contain as many costing rate sets as needed along with your billing and revenue rate sets. The rate plan enables you to stack your rate sets so that you can generate costing rows from your original source transactions and then generate another set of costing rows using the target rows from the previous rate set. You can then bill and recognize revenue based on the resulting target rows.

When you define a rate set, you identify whether the rate set is a standard or contract-specific rate set. Standard rate sets can be used to price transactions for any contract in your organization. Contract-specific rate sets are rate sets designed for a particular contract and cannot be used to price transactions for any other contract except the one that it was built for. When defining rate plans, you identify whether the rate plan is a standard or contract-specific rate plan. Standard rate plans, which can only contain standard rate sets, can be used to price transactions for any contract in your organization. PeopleSoft Contracts enables you to create a contract-specific rate plan using standard or contract specific rate set types, or some combination of both, to provide you with the greatest degree of flexibility when defining your pricing requirements.

## Defining Rate Plans for Cost-Plus Contract Lines Example

If you will be setting up complex pricing scenarios that include rate stacking you must define your rate sets accordingly. The following example discusses one possible scenario for setting up rate stacking.

You define a rate plan containing the following rate sets:

| <b>Rate Set</b> | <b>Basis</b> | <b>Rate Set Type</b> | <b>Rate Definition Type</b> |
|-----------------|--------------|----------------------|-----------------------------|
| PROV1           | Original     | Standard             | Cost                        |
| PROV2           | Target       | Standard             | Cost                        |
| FRDP1           | Original     | Standard             | Cost                        |
| FRDP2           | Target       | Standard             | Cost                        |
| BILL            | All          | Standard             | Billing                     |

| <b>Rate Set</b> | <b>Basis</b> | <b>Rate Set Type</b> | <b>Rate Definition Type</b> |
|-----------------|--------------|----------------------|-----------------------------|
| REVENUE         | All          | Standard             | Revenue                     |

According to your rate plan setup and the basis value specified for each rate set, when you run the Pricing Engine, the system applies the cost rates, bill and revenue rates sequentially in the order that you have listed them on the rate plan. After the pricing engine has priced the original contract line transactions using the first provisional costing rate set, *PROV1*, the Pricing Engine applies the rates from the second provisional costing rate set, *PROV2* to the resulting target rows from the first rate set. The results will give you the indirect billing costs using your provisional rates.

To generate your forward pricing revenue costs, the Pricing Engine applies the rates from the first forward pricing rate set, *FRDPI*, to the contract line's original cost transactions. The Pricing Engine then applies the rates from the next forward pricing rate set, *FRDP2*, to the resulting target rows from the previous rate set, *FRDPI*.

By setting the basis for your billing and revenue rate sets to *All*; when the Pricing Engine generates the billing rows for the contract line, it will use the target rows from both provisional rate sets to generate the *BIL* rows that are eligible to be passed to PeopleSoft Billing. When the Pricing Engine generates the revenue rows for the contract line, it will use the target rows from both the forward pricing rate sets to generate the *REV* rows that are eligible for revenue recognition.

To enable the Pricing Engine to stack your indirect costs rates as described, you must define your rate sets properly. In the above example, for the second rate set to use the resulting target rows from the first rate set, you must include the target analysis type from the first rate set in the second rate sets source criteria. For example, your first rate set, *PROV1*, might include the following values in its source definition:

| <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Subcategory</b> | <b>Project Role</b> | <b>Job Code</b> | <b>Time Reporting Code</b> |
|----------------------|--------------------|-----------------|--------------------|---------------------|-----------------|----------------------------|
| PAY                  | LABOR              | ENG             | DIR                | %                   | %               | %                          |

The rate set's target definition could include the following values:

| <b>Rate Option</b> | <b>Rate Amount</b> | <b>Description</b>   | <b>Target Analysis Type</b> | <b>Target Source Type</b> | <b>Target Category</b> | <b>Target Subcategory</b> |
|--------------------|--------------------|----------------------|-----------------------------|---------------------------|------------------------|---------------------------|
| MUP                | 0.500              | Fringe-Provisional   | PRV                         | %                         | %                      | FRING                     |
| MUP                | 1.200              | Overhead-Provisional | PRV                         | %                         | %                      | OVH                       |
| MUP                | 0.500              | G&A-Provisional      | PRV                         | %                         | %                      | G&A                       |

When the Pricing Engine prices the original cost transactions using the rate set, *PROV1*, the resulting target rows will be assigned an analysis type of *PRV*. For the rate set, *PROV2*, to apply its rates against the resulting target rows from the rate set *PROV1*, you must define the source and target definitions to include the following data:

| <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Subcategory</b> | <b>Project Role</b> | <b>Job Code</b> | <b>Time Reporting Code</b> |
|----------------------|--------------------|-----------------|--------------------|---------------------|-----------------|----------------------------|
| PRV                  | LABOR              | %               | OVH                | %                   | %               | %                          |

The rate set's target definition could include the following values:

| <b>Rate Option</b> | <b>Rate Amount</b> | <b>Description</b> | <b>Target Analysis Type</b> | <b>Target Source Type</b> | <b>Target Category</b> | <b>Target Subcategory</b> |
|--------------------|--------------------|--------------------|-----------------------------|---------------------------|------------------------|---------------------------|
| MUP                | 0.300              | G&A on Overhead    | PRV                         | %                         | %                      | G&A                       |

By setting up the rate set, *PROV2*, as indicated above, the Pricing Engine will apply the rates to all transactions rows with the analysis type of *PRV* that meet the criteria defined in the rate set *PROV2*.

When you define your billing rate set to generate billing rows from your provisional indirect costs rates, you must include the target analysis type from your cost rates in your source criteria for your billing rate set. In this example, the rate plan indicates that the Pricing Engine should include all eligible provisional cost target rows when generating billing rows. To enable this to happen, you would set up your *BILL* rate set source criteria and target definition as follows:

| <b>Analysis Type</b> | <b>Source Type</b> | <b>Category</b> | <b>Subcategory</b> | <b>Project Role</b> | <b>Job Code</b> | <b>Time Reporting Code</b> |
|----------------------|--------------------|-----------------|--------------------|---------------------|-----------------|----------------------------|
| PAY                  | LABOR              | ENG             | DIR                | %                   | %               | %                          |
| PRV                  | %                  | %               | %                  | %                   | %               | %                          |

The rate set's target definition could include the following values:

| <b>Rate Option</b> | <b>Rate Amount</b> | <b>Description</b>       | <b>Target Analysis Type</b> | <b>Target Source Type</b> | <b>Target Category</b> | <b>Target Subcategory</b> |
|--------------------|--------------------|--------------------------|-----------------------------|---------------------------|------------------------|---------------------------|
| NON                | 1.000              | Billing for Direct Costs | BIL                         |                           |                        |                           |

| <i><b>Rate Option</b></i> | <i><b>Rate Amount</b></i> | <i><b>Description</b></i>  | <i><b>Target Analysis Type</b></i> | <i><b>Target Source Type</b></i> | <i><b>Target Category</b></i> | <i><b>Target Subcategory</b></i> |
|---------------------------|---------------------------|----------------------------|------------------------------------|----------------------------------|-------------------------------|----------------------------------|
| NON                       | 1.000                     | Billing for Indirect Costs | BIL                                |                                  |                               |                                  |

This same methodology described in this section for processing provisional rates and billing rows applies to processing forward pricing rates and generating revenue rows.

## Rate Plans Page

See [Rate Plans Page](#).

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## Defining Cost-Plus Contract Fees

This section provides an overview of cost-plus contract fees and discusses how to define fee types and define fee worksheet analysis types.

### Pages Used to Define Cost Plus Fee Types

| <i><b>Page Name</b></i>              | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                 |
|--------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Fee Definition Page</a>  | CA_BU_FEE_DEF                 | Define the fee types that are assigned to your contracts and set up the processing criteria and transaction exclusions used in calculating and generating fee rows. |
| <a href="#">Analysis Groups Page</a> | PROJ_AN_GRP_MAP               | Define analysis groups containing the analysis types used by the system to calculate billing and revenue fees for cost-plus contract lines.                         |

## Understanding Cost-Plus Contract Fees

This section discusses:

- Fee types.
- Setting up a contract to manage cost-plus contract fees.
- Fee statuses.

### Fee Types

Cost-plus contract line fees represent the profit received for work performed on a government contract. PeopleSoft Contracts supports the following four fee types:



- **Fixed:** Fixed award fee types are the most common fee types used by the government.

Fixed fees are an agreed upon percentage between the government and the government contractor. These fees are applied on top of total costs and represent the profit for performing the service or creating the products for the government. As with all fee types, fixed fees are subject to a funded and revenue fee limit amount determined by the government.

- **Award:** Award fees are comprised of two elements: the base fee amount and an additional award fee amount that can be earned by meeting certain deliverables, by finishing the work by a certain date, or some combination of these two actions.

The additional award fee cannot be billed to the government until approval has been received to do so. The government contractor may receive all, part or none of the additional award fee. Both the base fee amount and the additional award fee are subject to funded and revenue fee limit amounts determined by the government.

- **Incentive:** Incentive fees are directly tied to the performance of the government contractor on the contract.

The government shares costs that may be over or under a target cost amount. When the contract is completed, the contractor can request a fee amount based on the total funded costs, maximum and minimum fee range, and overrun or underrun cost percentages that are agreed upon when the contract is signed. The fee request is also subject to both funded and revenue fee limits.

- **Other:** Other fees represent all other fee types that are not designated with any special attributes.

Other fees enable you to capture an amount that you specify which is subject to billing and revenue fee limits defined by the user.

## Setting Up a Contract to Manage Cost-Plus Contract Fees

To manage your contract line fees you define a contract with a contract classification of *Government*. You must select rate-based products to add to the contract and assign a fee type to the product requiring cost-plus functionality. Each contract line can represent one fee type. Only one fee type can be assigned to a contract line at any point in time, but a contract can contain multiple contract lines assigned to different fee types. When you assign fee types to a product and add them to a contract, cost-plus functionality is enabled, you can create and manage the fees for the contract lines as needed, and bill and recognize revenue for your fee amounts.

Fees are calculated using billing and revenue fee worksheets. If you choose to use different rates to calculate your billing and revenue fee amounts for your contract lines, then you will have separate billing and revenue fee worksheets. If you use the same rates for billing and revenue recognition, then you will only have billing fee worksheets and that fee worksheet data is used to calculate both billing and revenue recognition fees. However, billing and revenue plans are still required to bill and recognize revenue for the contract lines outside of fee processing.

Billing and revenue fee worksheets are incorporated into the billing and revenue plans assigned to the contract lines. For cost-plus contract lines (rate-based contract lines associated with a fee type), you must define an individual billing and revenue recognition plan for each contract line, and you must use the billing and revenue recognition method of *As-Incurred*. Cost-plus contract lines require their own individual billing and revenue recognition plans because the billing and revenue fee worksheet created by the system for the billing and revenue plans assigned to the contract lines are unique to the fee type assigned.

Billing and revenue plans are required to generate invoices and accounting entries for the contract lines as work is completed. The billing and revenue fee worksheets are required to calculate the billing and revenue fee amounts that can be billed to your customer or recognized as revenue. To manage and process incentive and award fee amounts, Contacts delivers award schedules that enable you to define fee events that can be controlled using either dates or milestones.

In addition to calculating and managing your fee amounts, you must also define the limit amounts for your funded and revenue costs, as well as fee limits. When you prepare a fee worksheet for fee generation, the system calculates a proposed fee amount. You can accept the proposed fee amount or override that amount and enter a different amount. When you save the page or submit the fee for processing, the system automatically calls the fee limit processor. This process checks the fee amount requested against the billing or revenue fee limit defined as well as whether the transaction falls within any period of performance dates specified. If the requested fee amount is within the limit parameters, then the fee is passed and can be billed or recognized as revenue. If the fee amount exceeds the limit amount, then the fee request is rejected, and either reset to the system calculated proposed fee amount or reset to zero.

The fee amount is generated at a summary level and stamped with the project and activity designated as the target and assigned to the contract line on the Related Projects page.

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**Note:** To display revenue fee data on the Limits report, you must either process the revenue fees or complete the revenue fee worksheet and save it.

---

## Cost-Plus Contract Fee Statuses

When fees are calculated by the system, it uses the cost rows for the contract lines that are stored in the Project Costing Project Transaction tables. To ensure that costs are not used twice in fee calculations, the system assigns a fee status to each cost row. PeopleSoft Contracts uses the following fee statuses:

- *Blank*: A blank fee status indicates that no fees have been calculated using this cost row.  
Cost rows with a blank fee status can be used by the fee worksheet to generate fee rows.
- *1 (one)*: A fee status of 1 indicates that the cost row has already been used to calculate fees and cannot be used to generate additional fee rows.
- *2 (two)*: A fee status of 2 indicates that the cost row is an actual billing (BIL) fee row.
- *3 (three)*: A fee status of 3 indicates that the cost row is an actual billing (BIL) additional award fee row.
- *4 (four)*: A fee status of 4 indicates that the cost row is an actual revenue (REV) fee row.
- *5 (five)*: A fee status of 5 indicates that the cost row is an actual revenue (REV) additional award fee row.

## Fee Definition Page

Select the Contract BU Definition-Fee Definition page.

Before you can assign fee types to cost-plus contract lines, you must first define the fee types will be used for your contracts at the business unit level. Fee types enable you to define the criteria that is used for calculating and generating fee rows for your contract lines, and enable you to exclude specific transactions from those calculations.

PeopleSoft Contracts supports the fee types of *Fixed*, *Award*, *Incentive* and *Other*. When adding a contract line associated with a fee type (cost-plus) to a contract, you must have first defined the fee type or you cannot save the contract.

See [Defining PeopleSoft Contracts Business Units](#).

## Analysis Groups Page

When defining the fee types associated with your cost-plus contract lines for fee calculations, you must specify the analysis groups that contain the billing and revenue analysis types assigned to the cost rows used in the calculation of fee amounts. If you are using different rates to calculate your billing and revenue fees, then you must define a billing and revenue fee analysis group and associate all relevant analysis types to them. If you will be using the same rates to calculate billing and revenue fees, then only a billing analysis group is required.

PeopleSoft Contracts delivers the following sample analysis groups and analysis types to enable you to calculate and process billing, revenue, and fee amounts for your contract lines:

| <b>Analysis Groups</b>    | <b>Analysis Types</b>                                                                                                         | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>BFEE</i> (Billing Fee) | <ul style="list-style-type: none"> <li>• BIL(Billing)</li> <li>• BLD (Billed)</li> <li>• BAJ (Billing adjustments)</li> </ul> | The billing fee analysis group contains the analysis types used for billing fee calculations for cost-plus contract lines. As transactions occur against projects and activities associated with the contract line, they are priced, using the PeopleSoft Billing rate set, and stored in PeopleSoft Project Costing. The pricing process assigns the analysis type to the priced transactions.                                                                                                                                                                                                                                                          |
| <i>RFEE</i> (Revenue Fee) | <ul style="list-style-type: none"> <li>• REV (Revenue)</li> <li>• BAJ (Billing adjustments)</li> </ul>                        | <p>The revenue fee analysis group contains the analysis types used for revenue fee calculations for cost-plus contract lines. As transactions occur against projects and activities assigned to the contract line, they are priced using the Revenue rate set, and stored in PeopleSoft Project Costing. The pricing process assigns the analysis type to the priced transactions.</p> <p>This analysis group is used only when you have selected the <b>Separate Billing and Revenue</b> check box on the Installation Options-Contracts page. If you have not selected this option, then the fields for setting up this analysis group are hidden.</p> |

| <b>Analysis Groups</b>                | <b>Analysis Types</b>                                                                                                                                                                                                                                                                                                                                                          | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PSWKS (Billing Worksheet)             | <ul style="list-style-type: none"> <li>• BIL (Billing)</li> <li>• BRT (Billing retainage)</li> <li>• DEF (Billing deferral)</li> <li>• OLT (Over the limit)</li> <li>• PMR (Proposal Management reversal)</li> </ul>                                                                                                                                                           | <p>The PSWKS analysis group contains the analysis types selected by the Contracts/Billing Interface (CA_BI_INTFC) process to bill for contract lines and billing fee rows.</p> <hr/> <p><b>Note:</b> The BRT and PMR analysis types are not applicable to government contracts.</p> <hr/>                                                                                                                                                                                                                                       |
| PSREV (Revenue)                       | <ul style="list-style-type: none"> <li>• BAJ (Billing adjustments)</li> <li>• BIL (Billable amount)</li> <li>• BLD (Billed amount)</li> <li>• DSC (Billing discount)</li> <li>• OLT (Over-the-limit)</li> <li>• UAJ (Prepaid utilization adjustment)</li> <li>• UTL (Prepaid utilization billing)</li> <li>• WTO (Write off)</li> <li>• WWO (Withholding write-off)</li> </ul> | <p>The PSREV analysis group contains the analysis types selected by the As-Incurred Revenue (PSA_ACCTGGL) process to generate revenue accounting entries for rate-based contract lines, rate-based contract lines associated with fee types (cost-plus) and revenue fee rows.</p> <hr/> <p><b>Note:</b> If you have not selected the <b>Separate Billing and Revenue</b> option on the Installation Options-Contracts page, this is the analysis group used by the system when generating revenue accounting entries.</p> <hr/> |
| PSRV2 (Revenue separate from Billing) | <ul style="list-style-type: none"> <li>• <i>BAJ</i> (Billing adjustments)</li> <li>• REV (Revenue)</li> <li>• ROL (Revenue over-the-limit)</li> <li>• UAJ (Prepaid utilization adjustment)</li> <li>• <i>UTL</i> (Prepaid utilization)</li> <li>• <i>WTO</i> (Write off)</li> <li>• <i>WWO</i> (Withholding write-off)</li> </ul>                                              | <p>The PSRV2 analysis group contains the analysis types selected by the As-Incurred Revenue (PSA_ACCTGGL) process to generate revenue accounting entries for rate-based contract lines, rate-based contract lines associated with fee types (cost-plus) and revenue fee rows when you have selected the <b>Separate Billing and Revenue</b> check box on the Installation Options-Contracts page.</p>                                                                                                                           |

See “Understanding Transaction-Related Control Data” (PeopleSoft Project Costing).

## Running the Pricing Engine for Cost-Plus Contract Lines

This section provides an overview of setting up the pricing engine for cost-plus contract lines, and discusses how to set up the pricing engine for cost-plus contract lines.

## Page Used to Run the Pricing Engine for Cost-Plus Contract Lines

| <i>Page Name</i>    | <i>Definition Name</i> | <i>Usage</i>                                                                                                                          |
|---------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <u>Pricing Page</u> | PC_PRICING             | Run the pricing process to price or reprice transaction rows for costs, billing, or revenue recognition for cost-plus contract lines. |

## Understanding Running the Pricing Engine for Cost-Plus Contract Lines

When a contract is awarded, a contractor can bill and recognize revenue for direct costs, indirect costs, and fees associated with the performance of the contract. Through its integration with PeopleSoft Project Costing, PeopleSoft Contracts enables you to define the rates and perform pricing to generate cost, billing, and revenue amounts on source transactions that occur against a government contract. Before you can create and record your costs and indirect costs for your contract lines you must define rate sets and rate plans and assign them to the contract lines. Rate plans are assigned to cost-plus contract lines to accommodate the complex pricing needs of government contracts associated with fees.

After the contract is defined and activated, you can begin pricing the transactions that occur against the contract lines using the rate plans that you defined. When transactions are processed from feeder systems into PeopleSoft Project Costing, the Pricing engine is called. The Pricing run control page enables you to select pricing options to generate cost rows, billing rows, revenue rows, or a combination of the three. The check boxes that you select correspond to the rate definition types assigned to the rate set of *Billing*, *Cost*, *Cost/Billing*, or *Revenue*. For cost-plus contract lines, the pricing engine looks to the rate sets that are associated to the rate plan that is assigned to the contract line, and processes the costing rates, bill rates, and revenue rates in the order that they are entered on the rate plan.

To determine which rows are eligible for pricing and repricing for cost-plus contract lines, the system uses distribution statuses, system sources and fee statuses assigned to the transaction rows. When the pricing engine runs, it processes transaction rows that are assigned analysis types that are within the analysis group PSWKS (for billable transaction cost rows), PSCST (for costing transaction rows), PSREV (for revenue transaction rows), or PSRV2 (for revenue transaction rows if you are using separate rates for billing and revenue).

You can also use the pricing engine to reprice unpriced transaction rows or rows that were previously priced when rate changes occur. Rows can be repriced if they have not yet been billed, have not been sent to the general ledger, or if fees have not yet been created for the transaction row (the transaction row cannot have a fee status of *I*). Cost rows that have generated more than one billing or revenue row, or that are in the process of being billed or recognized as revenue, are ineligible for repricing.

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**Note:** The same run control page is used to run pricing for both government contracts and non-government contracts. To run pricing for only government contracts, you must specify the contract classification of *Government* on the run control page.

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### Related Links

[Pricing Rate-Based Contract Lines](#)

[Understanding Variance Pricing](#)

“Project Pricing” (PeopleSoft Contracts)

## Pricing Page

See “Running the Pricing Application Engine Process” (PeopleSoft Project Costing).

## Setting Up Revenue Plans for Cost-Plus Contract Lines

This section provides an overview of cost-plus revenue plans, lists prerequisites and common elements and discusses how to define cost-plus revenue plans, define fixed fee revenue fee worksheets, define award fee revenue fee worksheets, define incentive fee revenue fee worksheets, define other fee revenue fee worksheets, create award schedules, create incentive fee schedules, adjust award fees, adjust incentive fees, and assign cost-plus contract lines to revenue plans.

## Pages Used to Manage Revenue for Cost-Plus Contract Lines

| <b>Page Name</b>                                       | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Revenue Plan Page</a>                      | CA_ACCTPLAN            | Define a revenue plan for cost-plus contract lines. For each revenue plan that you define, you select a revenue recognition method of as-incurred for the revenue plan, manage the revenue fee worksheet and define revenue fee events for fee types of award and incentive. |
| <a href="#">Revenue Fee Worksheet Page</a>             | CA_AP_FEE_WS           | Evaluate, manage, and generate revenue fee amounts for your cost-plus contract lines.                                                                                                                                                                                        |
| <a href="#">Revenue Plan — Award Fee Schedule Page</a> | CA_ACCTPLAN            | Define revenue fee events for award and incentive fee types.                                                                                                                                                                                                                 |
| <a href="#">Fee Adjustment Page</a>                    | CA_AP_FEE_ADJ          | Enter fee adjustment amounts when fee amounts, percentages, or limits have changed over the life of the contract.                                                                                                                                                            |
| <a href="#">Assign Revenue Plan Page</a>               | CA_AP_LINK             | Assign or unassign contract lines to 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.               |

## Understanding Setting Up Revenue Plans for Cost-Plus Contract Lines

A government contract can consist of multiple contract lines with complex and diverse revenue recognition requirements. To manage these requirements, PeopleSoft Contracts uses revenue plans. For cost-plus contract lines, revenue plans store the timing of when revenue recognition occurs, enable you to define revenue events to control the processing of fees, and enable you to calculate fee amounts using a

revenue fee worksheet. Revenue fee worksheets display the data from the billing fee worksheet to enable you to perform a side-by-side comparison of your billing and revenue fee data when managing your revenue fees.

Revenue plans are required for every contract line to process revenue for those contract lines. For cost-plus contract lines, every contract line must be assigned to a unique revenue recognition plan as the revenue fee worksheet associated with the revenue plan is unique to the fee type associated with the contract line.

If you have not selected the option to apply separate rates for billing and revenue, you will not have a revenue fee worksheet associated with your revenue plans, but will still be required to define revenue plans for your contract lines. When billing and revenue rates are the same, the system uses the billing fee worksheet to calculate and manage both billing and revenue fees.

When defining revenue plans for your cost-plus contract lines, you can assign the contract lines to revenue plans manually or by using an as-incurred revenue plan template. If you use a revenue plan template to set up the revenue plans for the contract lines, you can select the template on the Add Contract Lines page when adding the products to your contract, or you can select the template on the Assign Revenue Plans page. If you assign the revenue plan template to the contract line on the Add Contract Lines page, the system will automatically create the revenue plan after the contract line is added to the contract and saved.

After the contract line is added to the contract and the revenue plan is created, you must complete the fields on the revenue plan to enable processing to occur. Award and incentive fees also have an award schedule that must be completed to recognize fee revenue for those fee types. The award schedule enables you to set up events, using milestones or dates, that enable you to control when the fee amounts are processed.

To generate revenue for the contract lines and any associated fees, the contract must be in an active processing status, the contract line must be active and the revenue plan and any associated events must have a status of *Ready*. If you are using milestones to control processing for award or incentive fee events, they must have a status of complete.

See “Understanding Revenue Plans” (PeopleSoft Contracts).

## Prerequisites

Before you can manage revenue for cost-plus contract lines, you must first create a contract with a contract classification of *Government*, add contract lines associated with fee types to the contract, and associate projects, activities and a rate plan to the contract line.

## Common Elements Used in This Section

| <i>Field or Control</i>                       | <i>Description</i>                                                                                                                                                                                                                   |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Acct Date Opt</b> (accounting date option) | Accounting date option.                                                                                                                                                                                                              |
| <b>All Recognizable Costs</b>                 | Displays the total of all cost rows assigned a revenue (REV) analysis type from the contract line's inception to the current date. This total comes from the revenue rows stored in the Project Costing Project Transactions tables. |

| <b>Field or Control</b>                                                  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Calculated Revenue Fee Ceiling</b>                                    | Displays the calculated total of the total contract line value (the sum total of the funded and revenue limit amounts) less all recognizable costs to date, less the estimated costs to complete, less fees already recognized.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Costs Used In Fee Calculation</b> (Project Costing-Revenue)           | <p>Displays the total of all revenue rows from the contract line's inception to the current date that have been assigned a fee status of one (1). To ensure that cost rows are not used multiple times for fee calculations, they are assigned a fee status. A fee status of 1 indicates that the cost row has been used for fee calculations. The minimum valid value for this field is zero, and the maximum valid value for this field is the total of all revenue rows from the contract line's inception to the current date.</p> <p>This total comes from the revenue rows stored in the Project Costing Project Transactions tables.</p> |
| <b>Cur Period Recognizable Costs</b> (current period recognizable costs) | Displays the total of all revenue rows with a blank fee status value. A blank fee status indicates that the revenue row has not been used for fee calculations. This total comes from the revenue rows stored in the Project Costing Project Transactions tables.                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Estimated Run Rate</b>                                                | Displays the computed value of all recognizable costs divided by the sum total of all recognizable costs plus the total of the estimated costs to complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Estimated Cost to Complete</b>                                        | <p>Displays the sum total of transactions with a date that is greater than the current date and are assigned analysis types associated with the PeopleSoft Estimated Cost to Complete Analysis group (PSECC). Estimated costs to complete are generally budgeted costs to complete the contract. These transactions are stored in the Project Costing Project Transaction tables.</p>                                                                                                                                                                                                                                                           |
| <b>Revenue Cost Limit</b>                                                | Displays the revenue limit amount entered on the Contract Amounts page for the contract line. The minimum valid value for this field is the inception to date actual costs that have been recognized as revenue. The maximum valid value for this field is the revenue limit amount entered on the Contract Amounts page.                                                                                                                                                                                                                                                                                                                       |
| <b>Revenue Fee Limit</b>                                                 | Displays the revenue fee limit amount for the contract line using the amount of the funded fee limit. However, you can override this amount if needed. This amount is managed in the individual fee worksheet and can be changed outside of amendment processing.                                                                                                                                                                                                                                                                                                                                                                               |



## Revenue Plan Page

See “Defining Revenue Plans” (PeopleSoft Contracts).

## Revenue Fee Worksheet Page

Use the Revenue Fee Worksheet page (CA\_AP\_FEE\_WS) to evaluate, manage, and generate revenue fee amounts for your cost-plus contract lines.

Navigation:

**Customer Contracts > Create and Amend > General information > General.**

Click the **Revenue Plans** link. Click the link for the revenue plan ID, Revenue Fee Worksheet.

This example illustrates the fields and controls on the Revenue Fee Worksheet page (fixed fee type). You can find definitions for the fields and controls later on this page.

| Revenue Plan                                                                                                                                                                                                                                                                                                                                                                 |  | Revenue Fee Worksheet                                                                                                                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Contract GFCONTRACT                                                                                                                                                                                                                                                                                                                                                          |  | Business Unit US001                                                                                                                                                     |  |
| Sold To Customer 1001 Apex Systems                                                                                                                                                                                                                                                                                                                                           |  | Currency USD                                                                                                                                                            |  |
| Revenue Plan R102                                                                                                                                                                                                                                                                                                                                                            |  | GL Business Unit US001                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                              |  | GL Currency USD                                                                                                                                                         |  |
| Fee Type Fixed Fee                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                         |  |
| Fee last processed on                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                         |  |
| Currency USD                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                         |  |
| <b>Revenue Amounts</b><br>Amounts from Contract Amt Page<br>Revenue Cost Limit 0.00                                                                                                                                                                                                                                                                                          |  | <b>Billing Amounts</b><br>Amounts from Contract Amt Page<br>Funded Cost Limit 0.00<br>Fixed Fee Percent 0.00000000<br>Funded Fee Limit 0.00<br>Total Contract Line 0.00 |  |
| <b>Project Costing - Revenue</b><br>All Recognizable Costs 0.00<br>Costs Used in Fee Calculation 0.00<br>Cur Period Recognizable Costs 0.00                                                                                                                                                                                                                                  |  | <b>Project Costing - Billing</b><br>All Billable Costs 0.00<br>Costs Used in Fee Calculation 0.00<br>Current Period Billable Costs 0.00                                 |  |
| <b>Revenue Fee Calculation</b><br>Estimated Run Rate 0.00000000<br>Estimated Cost to Complete 0.00<br>Calculated Revenue Ceiling 0.00<br>Fixed Fee Already Created 0.00<br>Revenue Fee Limit 0.00<br>Fixed Fee Percent 0.00000000<br>Proposed Fixed Fee 0.00<br><input checked="" type="radio"/> Proposed<br><input type="radio"/> Override<br>Current Period Fixed Fee 0.00 |  | <b>Billing Fee Calculation</b><br>Fixed Fee Already Created 0.00<br>Proposed Fixed Fee 0.00<br>Proposed Fixed Fee 0.00                                                  |  |
| <b>Processing Options</b><br><input checked="" type="radio"/> Processing Date Accounting Date<br><input type="radio"/> User Define 02/25/2013<br><input checked="" type="checkbox"/> Process Automatically<br>Submit for Processing Process Monitor                                                                                                                          |  |                                                                                                                                                                         |  |

When you define a revenue plan for a cost-plus contract line associated with a fee type of *Fixed*, the system automatically creates a revenue plan with a revenue fee worksheet containing fields that are specific to fixed fee processing.

## Revenue Fee Calculation

| <i>Field or Control</i>          | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Fee Already Created</b> | <p>Displays the total for the fixed fee revenue rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the fixed fee revenue rows that are assigned the analysis type specified in the <b>Revenue Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/>                                                                                                                                                 |
| <b>Fixed Fee Percent</b>         | <p>Displays the calculated total of the revenue fee limit divided by the sum of all recognizable costs plus the estimated cost to complete. This amount can be overridden if needed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Proposed Fixed Fee</b>        | <p>Displays the calculated total of the current period's recognizable costs (all revenue cost rows for the contract line with a blank fee status) multiplied by the revenue fixed fee percent. In calculating the proposed fee amount, the system evaluates current period costs, fee percentages, the fee limit, the fees created to date, and any changes or adjustments made. You can accept the proposed fee or override it by entering a different fee amount and selecting the <b>Override</b> option.</p> <hr/> <p><b>Note:</b> If you select the processing option of Process Automatically, the system uses the fee amount proposed by the system.</p> <hr/> |
| <b>Current Period Fixed Fee</b>  | <p>Displays the fixed fee total for the current period after the fee limits process has run.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Billing Amounts - Amounts from Contract Amt Page

| <i>Field or Control</i>  | <i>Description</i>                                                                                   |
|--------------------------|------------------------------------------------------------------------------------------------------|
| <b>Fixed Fee Percent</b> | <p>Displays the fixed fee percentage entered on the Contract Amounts page for the contract line.</p> |

## Billing Fee Calculation

| <i>Field or Control</i>          | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Fee Already Created</b> | <p>Displays the total for the fixed fee billing rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the fixed fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/> |
| <b>Proposed Fixed Fee</b>        | Displays the proposed fixed fee amount from the billing worksheet for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Revenue Fee Worksheet — Award Fees Page

Use the Revenue Plan page (CA\_ACCTPLAN) to define a revenue plan for cost-plus contract lines.

For each revenue plan that you define, you select a revenue recognition method of as-incurred for the revenue plan, manage the revenue fee worksheet and define revenue fee events for fee types of award and incentive.

Navigation:

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

This example illustrates the fields and controls on the Revenue Fee Worksheet page (award fee type). You can find definitions for the fields and controls later on this page.

| Revenue Plan                                              |                 | Revenue Fee Worksheet                 |            |
|-----------------------------------------------------------|-----------------|---------------------------------------|------------|
| <b>Revenue Plan</b>                                       |                 |                                       |            |
| Contract                                                  | GFCONTRACT      | Business Unit                         | US001      |
| Sold To Customer                                          | 1001            | Apex Systems                          |            |
| Revenue Plan                                              | R101            | GL Business Unit                      | US001      |
|                                                           |                 | GL Currency                           | USD        |
| Fee Type Award Fee                                        |                 |                                       |            |
| Fee last processed on                                     |                 |                                       |            |
| Currency USD                                              |                 |                                       |            |
| <b>Revenue Amounts</b>                                    |                 | <b>Billing Amounts</b>                |            |
| <b>Amounts from Contract Amt Page</b>                     |                 | <b>Amounts from Contract Amt Page</b> |            |
| Revenue Cost Limit                                        | 0.00            | Funded Cost Limit                     | 0.00       |
|                                                           |                 | Base Fee Percent                      | 0.00000000 |
|                                                           |                 | Funded Fee Limit                      | 0.00       |
| <b>Project Costing - Revenue</b>                          |                 | <b>Project Costing - Billing</b>      |            |
| All Recognizable Costs                                    | 0.00            | All Billable Costs                    | 0.00       |
| Costs Used in Fee Calculation                             | 0.00            | Costs Used in Fee Calculation         | 0.00       |
| Cur Period Recognizable Costs                             | 0.00            | Current Period Billable Costs         | 0.00       |
| <b>Billing Base Fee Calculation</b>                       |                 | <b>Billing Base Fee Calculation</b>   |            |
| Estimated Run Rate                                        | 0.00000000      | Base Fee Already Created              | 0.00       |
| Estimated Cost to Complete                                | 0.00            | Proposed Base Fee                     | 0.00       |
| Calculated Revenue Ceiling                                | 0.00            | Proposed Base Fee                     | 0.00       |
| Base Fee Already Created                                  | 0.00            |                                       |            |
| Revenue Fee Limit                                         | 0.00            |                                       |            |
| Base Fee Percent                                          | 0.00000000      |                                       |            |
| Proposed Base Fee                                         | 0.00            |                                       |            |
| <input checked="" type="radio"/> Proposed                 |                 |                                       |            |
| <input type="radio"/> Override                            |                 |                                       |            |
| Current Period Base Fee                                   | 0.00            |                                       |            |
| <b>Revenue Award Fee Calculation</b>                      |                 | <b>Billing Award Fee Calculation</b>  |            |
| Award Fee Already Created                                 | 0.00            | Award Fee Already Created             | 0.00       |
| Additional Award Fee Limit                                | 0.00            | Additional Award Fee Limit            | 0.00       |
| Award Fee Amount Proposed                                 | 0.00            | Award Fee Amount Proposed             | 0.00       |
| Current Period Award Fee                                  | 0.00            | Current Period Award Fee              | 0.00       |
| <b>Processing Options</b>                                 |                 |                                       |            |
| <input checked="" type="radio"/> Processing Date          | Accounting Date |                                       |            |
| <input type="radio"/> User Define                         | 02/25/2013      |                                       |            |
| <input checked="" type="checkbox"/> Process Automatically |                 |                                       |            |
| Submit for Processing                                     |                 | Process Monitor                       |            |

When you define a revenue plan for a cost-plus contract line associated with a fee type of *Award*, the system automatically creates a revenue plan with a revenue fee worksheet containing fields that are specific to award fee processing. Award fees are managed using milestone or date events. You define your events using the award schedule.

## Billing Base Fee Calculation

| <i>Field or Control</i>         | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base Fee Already Created</b> | <p>Displays the total for the award base fee revenue rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the award base fee revenue rows that are assigned the analysis type specified in the <b>Revenue Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The Fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/> |
| <b>Base Fee Percent</b>         | <p>Displays the calculated total of the revenue fee limit divided by the sum of all recognizable costs plus the estimated cost to complete. This amount can be overridden if needed.</p>                                                                                                                                                                                                                                                                                                                                        |
| <b>Proposed Base Fee</b>        | <p>Displays the calculated total of the current period's recognizable costs (all revenue cost rows for the contract line with a blank fee status) multiplied by the revenue base fee percent. You can accept the proposed fee or override it by entering a different fee amount and selecting the <b>Override</b> option.</p> <hr/> <p><b>Note:</b> If you select the processing option of Process Automatically, the system uses the fee amount proposed by the system.</p> <hr/>                                              |
| <b>Current Period Base Fee</b>  | <p>Displays the award base fee total for the current period after the fee limits process has run.</p>                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Revenue Award Fee Calculation

| <i>Field or Control</i>           | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Award Fee Already Created</b>  | <p>Displays the total for the additional award fee revenue rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the additional award fee revenue rows that are assigned the analysis type specified in the <b>Revenue Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/> |
| <b>Additional Award Fee Limit</b> | Displays the additional award fee limit based on the amounts defined on the Contract Amounts page for the contract line. You can override this value if needed.                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Award Fee Amount Proposed</b>  | Displays the calculated total of the current period's recognizable costs (all revenue cost rows for the contract line with a blank fee status) multiplied by the revenue award fee percent.                                                                                                                                                                                                                                                                                                                                                 |
| <b>Current Period Award Fee</b>   | Displays the additional revenue award fee total for the current period after the fee limits process has run.                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Billing Amounts - Amounts from Contract Amt Page

| <i>Field or Control</i> | <i>Description</i>                                                                                |
|-------------------------|---------------------------------------------------------------------------------------------------|
| <b>Base Fee Percent</b> | Displays the award base fee percentage entered on the Contract Amounts page for the contract line |

## Billing Base Fee Calculation

| <i>Field or Control</i>         | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base Fee Already Created</b> | <p>Displays the total for the award base fee billing rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the award base fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/> |
| <b>Proposed Base Fee</b>        | Displays the proposed award base fee amount from the billing worksheet for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Billing Award Fee Calculation

| <i>Field or Control</i>           | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Award Fee Already Created</b>  | <p>Displays the total for the additional award fee billing rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the additional award fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/> |
| <b>Additional Award Fee Limit</b> | Displays the additional award fee limit defined in the Contract Amounts page for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Award Fee Amount Proposed</b>  | Displays the proposed additional award fee amount from the billing worksheet for the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Current Period Award Fee</b>   | Displays the additional billing award fee total for the current period after the fee limits process has run.                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Revenue Fee Worksheet Page

Use the Revenue Plan page (CA\_ACCTPLAN) to define revenue fee events for award and incentive fee types.

Navigation:

**Customer Contracts > Create and Amend > General information > General.**

Click the **Revenue Plans** link. Click the link for the revenue plan ID, Revenue Fee Worksheet. Click the **Award Fee Amount Proposed** link or the **Proposed Incentive Fee** link, Revenue Plan.

This example illustrates the fields and controls on the Revenue Fee Worksheet page (incentive fee type). You can find definitions for the fields and controls later on this page.

| Revenue Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            | Revenue Fee Worksheet          |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------|-------|--------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|------------|--------------------|------------|------------------------------------------------------------------------------------------------------------|------|---------------------|------------|--------------------|------|---------------------|------------|--------------------|------|-------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|--|-------------------|------|--------------------|------------|---------------------|------------|--------------------|------------|-------------------|------|---------------------|------------|--------------------|------|---------------------|------------|--------------------|------|-------------------------------|------|
| <b>Revenue Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | GFCONTRACT | Business Unit                  | US001 |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Sold To Customer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1001       | Apex Systems                   |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Revenue Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | R103       | GL Business Unit               | US001 |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | GL Currency                    | USD   |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Fee Type Incentive Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Fee last processed on                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | Currency USD                   |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| <b>Revenue Amounts</b><br><table border="1"> <thead> <tr> <th colspan="2">Amounts from Contract Amt Page</th> </tr> </thead> <tbody> <tr><td>Revenue Cost Limit</td><td>0.00</td></tr> <tr><td>Cost Share Overrun</td><td>0.00000000</td></tr> <tr><td>Cost Share Underrun</td><td>0.00000000</td></tr> <tr><td>Target Fee Percent</td><td>0.00000000</td></tr> <tr><td>Target Fee Amount</td><td>0.00</td></tr> <tr><td>Minimum Fee Percent</td><td>0.00000000</td></tr> <tr><td>Minimum Fee Amount</td><td>0.00</td></tr> <tr><td>Maximum Fee Percent</td><td>0.00000000</td></tr> <tr><td>Maximum Fee Amount</td><td>0.00</td></tr> <tr><td>Total Maximum Cont Line Value</td><td>0.00</td></tr> </tbody> </table> |            | Amounts from Contract Amt Page |       | Revenue Cost Limit | 0.00 | Cost Share Overrun                                                                                                                                                           | 0.00000000 | Cost Share Underrun    | 0.00000000 | Target Fee Percent | 0.00000000 | Target Fee Amount                                                                                          | 0.00 | Minimum Fee Percent | 0.00000000 | Minimum Fee Amount | 0.00 | Maximum Fee Percent | 0.00000000 | Maximum Fee Amount | 0.00 | Total Maximum Cont Line Value | 0.00 | <b>Billing Amounts</b><br><table border="1"> <thead> <tr> <th colspan="2">Amounts from Contract Amt Page</th> </tr> </thead> <tbody> <tr><td>Funded Cost Limit</td><td>0.00</td></tr> <tr><td>Cost Share Overrun</td><td>0.00000000</td></tr> <tr><td>Cost Share Underrun</td><td>0.00000000</td></tr> <tr><td>Target Fee Percent</td><td>0.00000000</td></tr> <tr><td>Target Fee Amount</td><td>0.00</td></tr> <tr><td>Minimum Fee Percent</td><td>0.00000000</td></tr> <tr><td>Minimum Fee Amount</td><td>0.00</td></tr> <tr><td>Maximum Fee Percent</td><td>0.00000000</td></tr> <tr><td>Maximum Fee Amount</td><td>0.00</td></tr> <tr><td>Total Maximum Cont Line Value</td><td>0.00</td></tr> </tbody> </table> |  | Amounts from Contract Amt Page |  | Funded Cost Limit | 0.00 | Cost Share Overrun | 0.00000000 | Cost Share Underrun | 0.00000000 | Target Fee Percent | 0.00000000 | Target Fee Amount | 0.00 | Minimum Fee Percent | 0.00000000 | Minimum Fee Amount | 0.00 | Maximum Fee Percent | 0.00000000 | Maximum Fee Amount | 0.00 | Total Maximum Cont Line Value | 0.00 |
| Amounts from Contract Amt Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Revenue Cost Limit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Cost Share Overrun                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Cost Share Underrun                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Target Fee Percent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Target Fee Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Minimum Fee Percent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Minimum Fee Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Maximum Fee Percent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Maximum Fee Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Total Maximum Cont Line Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Amounts from Contract Amt Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Funded Cost Limit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Cost Share Overrun                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Cost Share Underrun                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Target Fee Percent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Target Fee Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Minimum Fee Percent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Minimum Fee Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Maximum Fee Percent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0.00000000 |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Maximum Fee Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Total Maximum Cont Line Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| <b>Project Costing - Revenue</b><br><table border="1"> <tbody> <tr><td>All Recognizable Costs</td><td>0.00</td></tr> <tr><td>Difference</td><td>0.00</td></tr> </tbody> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            | All Recognizable Costs         | 0.00  | Difference         | 0.00 | <b>Project Costing - Billing</b><br><table border="1"> <tbody> <tr><td>All Billable Costs</td><td>0.00</td></tr> <tr><td>Difference</td><td>0.00</td></tr> </tbody> </table> |            | All Billable Costs     | 0.00       | Difference         | 0.00       |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| All Recognizable Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Difference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| All Billable Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Difference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
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| Cost Share To Be Used                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Cost Share Portion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Cumulative Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Proposed Incentive Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| Incentive Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0.00       |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |
| <b>Processing Options</b><br><div> <input checked="" type="radio"/> Processing Date         <div>Accounting Date</div> <div>02/25/2013</div> </div> <div> <input type="radio"/> User Define         </div> <div> <input checked="" type="checkbox"/> Process Automatically         </div> <div> <input type="button" value="Submit for Processing"/> <input type="button" value="Process Monitor"/> </div>                                                                                                                                                                                                                                                                                                            |            |                                |       |                    |      |                                                                                                                                                                              |            |                        |            |                    |            |                                                                                                            |      |                     |            |                    |      |                     |            |                    |      |                               |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                |  |                   |      |                    |            |                     |            |                    |            |                   |      |                     |            |                    |      |                     |            |                    |      |                               |      |

When you define a revenue plan for a cost-plus contract line associated with a fee type of *Incentive*, the system automatically creates a revenue plan with a revenue fee worksheet containing fields that are specific to incentive fee processing. Incentive fees are managed using milestone or date events. Define your events using the Award Schedule page. When entering in your fee percentages, zero is the lowest value that can be entered.



## Revenue Amounts - Amounts from Contract Amt Page

| <b>Field or Control</b>                                                  | <b>Description</b>                                                                                                                                                                      |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost Share Overrun</b>                                                | Displays the cost share overrun percentage entered on the Contract Amounts page. The overrun percentage is used to adjust the target fee percentage that can be recognized as revenue.  |
| <b>Cost Share Underrun</b>                                               | Displays the cost share underrun percentage entered on the Contract Amounts page. The overrun percentage is used to adjust the target fee percentage that can be recognized as revenue. |
| <b>Target Fee Percent</b>                                                | Displays the target fee percentage entered on the Contract Amounts page. The target fee percentage is used to calculate the target fee amount.                                          |
| <b>Target Fee Amount</b>                                                 | Displays the calculated total of the revenue cost limit amount multiplied by the target fee percent.                                                                                    |
| <b>Minimum Fee Percent</b>                                               | Displays the minimum fee percentage entered on the Contract Amounts page. This value represents the minimum fee percentage that can be recognized as revenue for the contract line.     |
| <b>Minimum Fee Amount</b>                                                | Displays the calculated total of the revenue cost limit amount multiplied by the minimum fee percent.                                                                                   |
| <b>Maximum Fee Percent</b>                                               | Displays the maximum fee percentage entered on the Contract Amounts page. This value represents the maximum fee percentage that can be recognized as revenue for the contract line.     |
| <b>Maximum Fee Amount</b>                                                | Displays the calculated total of the revenue cost limit amount multiplied by the maximum fee percent.                                                                                   |
| <b>Total Maximum Cont Line Value</b> (total maximum contract line value) | Displays the calculated total of the revenue cost limit amount plus the maximum fee amount.                                                                                             |

## Project Costing - Revenue

| <i>Field or Control</i> | <i>Description</i>                                                                                                                |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Difference</b>       | Displays the calculated total of the revenue cost limit amount less the total actual revenue costs to date for the contract line. |

## Revenue Fee Calculation

| <i>Field or Control</i>       | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost Share To Be Used</b>  | Displays the cost share overrun or underrun percentage entered on the Contract Amounts page. If the actual revenue costs from the contract line's inception to date are greater than the revenue cost limit amount, then the cost share overrun percentage is used. If the actual revenue costs from the contract line's inception to date are less than the revenue cost limit amount, then the cost share underrun percentage is used.                                                                 |
| <b>Cost Share Portion</b>     | Displays the calculated total of the value displayed in the Project Costing-Revenue <b>Difference</b> field multiplied by the percentage in the <b>Cost Share To Be Used</b> field.                                                                                                                                                                                                                                                                                                                      |
| <b>Cumulative Fee</b>         | Displays the calculated total of the cost share portion plus the target fee amount.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Proposed Incentive Fee</b> | Displays the proposed incentive fee amount calculated by the system for the contract line. If the actual revenue costs to date are less than or equal to the revenue cost limit, the system uses the lesser of the cumulative fee amount or the maximum fee amount for the proposed incentive fee. If the actual revenue costs to date are greater than the revenue costs limit, then the system uses the greater of the cumulative fee amount or the minimum fee amount for the proposed incentive fee. |
| <b>Incentive Fee</b>          | Displays the revenue incentive fee total for the current period after the fee limits process has run.                                                                                                                                                                                                                                                                                                                                                                                                    |

## Billing Amounts - Amounts from Contract Amt Page

| <i>Field or Control</i>                                                  | <i>Description</i>                                                                                                                                                   |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost Share Overrun</b>                                                | Displays the cost share overrun percentage entered on the Contract Amounts page. The overrun percentage is used to adjust the billable target fee percentage.        |
| <b>Cost Share Underrun</b>                                               | Displays the cost share underrun percentage entered on the Contract Amounts page. The overrun percentage is used to adjust the billable target fee percentage.       |
| <b>Target Fee Percent</b>                                                | Displays the target fee percentage entered on the Contract Amounts page. The target fee percentage is used to calculate the target fee amount.                       |
| <b>Target Fee Amount</b>                                                 | Displays the calculated total of the funded cost limit amount multiplied by the target fee percent.                                                                  |
| <b>Minimum Fee Percent</b>                                               | Displays the minimum fee percentage entered on the Contract Amounts page. This value represents the minimum fee percentage that can be billed for the contract line. |
| <b>Minimum Fee Amount</b>                                                | Displays the calculated total of the funded cost limit amount multiplied by the minimum fee percent.                                                                 |
| <b>Maximum Fee Percent</b>                                               | Displays the maximum fee percentage entered on the Contract Amounts page. This value represents the maximum fee percentage that can be billed for the contract line. |
| <b>Maximum Fee Amount</b>                                                | Displays the calculated total of the funded cost limit amount multiplied by the maximum fee percent.                                                                 |
| <b>Total Maximum Cont Line Value</b> (total maximum contract line value) | Displays the calculated total of the funded cost limit amount plus the maximum fee amount.                                                                           |

## Project Costing - Billing

| <i>Field or Control</i> | <i>Description</i>                                                                                                               |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Difference</b>       | Displays the calculated total of the funded cost limit amount less the total actual billing costs to date for the contract line. |

## Billing Fee Calculation

Displays the billing incentive fee total for the current period after the fee limits process has run.

## Revenue Fee Worksheet — Other Fees Page

Use the Revenue Fee Worksheet page (CA\_AP\_FEE\_WS) to evaluate, manage, and generate revenue fee amounts for your cost-plus contract lines.

Navigation:

**Customer Contracts > Create and Amend > General information > General.**

Click the **Revenue Plans** link. Click the link for the revenue plan ID, Revenue Fee Worksheet.

This example illustrates the fields and controls on the Revenue Fee Worksheet page (other fee type). You can find definitions for the fields and controls later on this page.

| Revenue Plan                                                                                                                                                                                                                                        |            | Revenue Fee Worksheet                                                                                                                          |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Revenue Plan</b>                                                                                                                                                                                                                                 |            |                                                                                                                                                |       |
| Contract                                                                                                                                                                                                                                            | GFCONTRACT | Business Unit                                                                                                                                  | US001 |
| Sold To Customer                                                                                                                                                                                                                                    | 1001       | Apex Systems                                                                                                                                   |       |
| Revenue Plan                                                                                                                                                                                                                                        | R104       | GL Business Unit                                                                                                                               | US001 |
|                                                                                                                                                                                                                                                     |            | GL Currency                                                                                                                                    | USD   |
| Fee Type Other Fee                                                                                                                                                                                                                                  |            |                                                                                                                                                |       |
| Fee last processed on                                                                                                                                                                                                                               |            |                                                                                                                                                |       |
| <b>Revenue Amounts</b><br><b>Amounts from Contract Amt Page</b><br>Revenue Cost Limit 0.00                                                                                                                                                          |            | <b>Billing Amounts</b><br><b>Amounts from Contract Amt Page</b><br>Funded Cost Limit 0.00<br>Funded Fee Limit 0.00<br>Total Contract Line 0.00 |       |
| <b>Project Costing - Revenue</b><br>All Recognizable Costs 0.00<br>Costs Used in Fee Calculation 0.00<br>Cur Period Recognizable Costs 0.00                                                                                                         |            | <b>Project Costing - Billing</b><br>All Billable Costs 0.00<br>Costs Used in Fee Calculation 0.00<br>Current Period Billable Costs 0.00        |       |
| <b>Revenue Fee Calculation</b><br>Estimated Run Rate 0.00000000<br>Estimated Cost to Complete 0.00<br>Calculated Revenue Ceiling 0.00<br>Other Fee Already Created 0.00<br>Revenue Fee Limit 0.00<br>Proposed Other Fee 0.00                        |            | <b>Billing Fee Calculation</b><br>Other Fee Already Created 0.00<br>Proposed Other Fee 0.00<br>Proposed Other Fee 0.00                         |       |
| <input checked="" type="radio"/> Proposed<br><input type="radio"/> Override<br>Current Period Other Fee 0.00                                                                                                                                        |            |                                                                                                                                                |       |
| <b>Processing Options</b><br><input checked="" type="radio"/> Processing Date Accounting Date<br><input type="radio"/> User Define 02/25/2013<br><input checked="" type="checkbox"/> Process Automatically<br>Submit for Processing Process Monitor |            |                                                                                                                                                |       |

When you define a revenue plan for a cost-plus contract line associated with a fee type of *Other*, the system automatically creates a revenue plan with a revenue fee worksheet with fields that are specific to award fee processing.

## Revenue Fee Calculation

| <i>Field or Control</i>          | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Fee Already Created</b> | <p>Displays the total for the other fee revenue rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the other fee revenue rows that are assigned the analysis type specified in the <b>Revenue Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/>                                                                                                                                                                                                         |
| <b>Proposed Other Fee</b>        | <p>Enter the proposed other fee amount. When you save the page or submit the worksheet, the system will evaluate the proposed fee amount against the revenue fee limit to determine if it is within the limit amount. The proposed billing other fee amount appears in this field by default when the revenue fee worksheet is first created.</p> <hr/> <p><b>Note:</b> The proposed fee amount that you enter will be the proposed other fee amount for future periods until you manually change the value. After you change the value, the newly entered value will be the new proposed other fee amount for future periods, until you manually change it again, or until the revenue other fee limit is reached.</p> <hr/> |
| <b>Current Period Other Fee</b>  | <p>Displays the revenue other fee total for the current period after the fee limits process has run.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Billing Fee Calculation

| <i>Field or Control</i>          | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Fee Already Created</b> | <p>Displays the total for the other fee billing rows created to date for the contract line. This data is retrieved for the Project Costing Project Transaction table.</p> <hr/> <p><b>Note:</b> For this value, the system retrieves the other fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> <hr/> |

| <b>Field or Control</b>   | <b>Description</b>                                                                                |
|---------------------------|---------------------------------------------------------------------------------------------------|
| <b>Proposed Other Fee</b> | Displays the billing other fee total for the current period after the fee limits process has run. |

## Revenue Plan — Award Fee Schedule Page

Access the Revenue Plan page for the award fee schedule.

This example illustrates the fields and controls on the Revenue Plan page (award fee schedule). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Revenue Plan' page with the following sections:

- Contract Information:** Contract GOVT\_TEST\_CONTRACT, Business Unit US001, Currency USD, Sold To Customer 1000, Alliance Group, GL Business Unit US001, Revenue Plan R101, GL Currency USD.
- Description:** A text input field.
- \*Plan Status:** A dropdown menu set to 'Ready' with an 'Actions' link.
- Recognition Method:** A dropdown menu set to 'As Incurred'.
- Define Events By:** A section with an 'Add Milestone' button.
- Award Fee Detail:** A table showing:
 

|                            |      |
|----------------------------|------|
| Additional Award Fee Limit | 0.00 |
| Award Fee Already Created  | 0.00 |
| Available Award Fee        | 0.00 |
| Adjustment Fee             |      |
- Event Detail:** A table with columns: Event, Event Type, \*Event Status, Accounting Date, Event Note, Amount. It shows one event with status 'Pending' and date '01/10/2014'.
 

| Event | Event Type | *Event Status | Accounting Date | Event Note | Amount |
|-------|------------|---------------|-----------------|------------|--------|
| 1     | Date       | Pending       | 01/10/2014      |            | 0.00   |
- Buttons:** 'Return to Assign Revenue Plan', 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display'.
- Footer:** 'Revenue Plan | Revenue Fee Worksheet'.

The Revenue Plan – Award Schedule page is used to define events for award fees. The events fields appear when you navigate to the Revenue Plan page from the Revenue Fee Worksheet for Award fees. You can define milestone or date event types to control the timing of when revenue is recognized for award fees. You can enter multiple event rows, but only one event can be set to a *Ready* status at a time, including adjustment fee events.

**Note:** Before creating an adjustment fee event using this page, all other events defined on this page must have a status of completed or pending.

## Award Fee Detail

| <b>Field or Control</b>           | <b>Description</b>                                                                                                                       |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Additional Award Fee Limit</b> | Displays the additional award fee limit amount defined on the Contract Amounts page for the contract line assigned to this revenue plan. |

| <b>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                              |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Award Fee Already Created</b> | Displays the total for the award fee revenue rows created to date for the contract line assigned to this revenue plan. This data is retrieved for the Project Costing Project Transaction table.                |
| <b>Available Award Fee</b>       | Displays the calculated total of the additional award fee limit less the award fee amount already created.                                                                                                      |
| <b>Adjustment Fee</b>            | Click to access the Fee Adjustment page where you can enter a fee adjustment event. Fee adjustments cannot be set to <i>Ready</i> status if a fee event on the Revenue Plan page is set to <i>Ready</i> status. |

## Revenue Plan — Incentive Fee Schedule Page

Access the Revenue Plan page for the incentive fee schedule.

This example illustrates the fields and controls on the Revenue Plan page (incentive fee schedule). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Revenue Plan' page for an incentive fee schedule. At the top, there are tabs for 'Revenue Plan' and 'Revenue Fee Worksheet'. The page header shows contract information: Contract GOVT\_TEST\_CONTRACT, Business Unit US001, Currency USD, Sold To Customer 1000, Alliance Group, GL Business Unit US001, Revenue Plan R102, and GL Currency USD. Below this, there is a 'Description' field and a '\*Plan Status' dropdown set to 'Ready'. A 'Recognition Method' of 'As Incurred' is selected. On the left, there are links for 'Define Events By' and 'Add Milestone'. On the right, there is an 'Incentive Fee Detail' table showing Cumulative/Proposed Fee, Minimum Fee Amount, Maximum Fee Amount, and Fee Used, all at 0.00. Below this is an 'Event Detail' table with one row: Event 1, Event Type Date, \*Event Status Pending, Accounting Date 01/10/2014, Event Note, and Amount 0.00. At the bottom, there are buttons for 'Return to Assign Revenue Plan', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

The Incentive schedule page is used to define an event for incentive fees. The events fields appear when you navigate to the Revenue Plan page from the Revenue Fee Worksheet for incentive fees. You can define a milestone or date event type to control the timing of when revenue is recognized for incentive fees. You can only enter one event row in this schedule, including adjustment fee events.

---

**Note:** Before creating an adjustment fee event using this page, all other events defined on this page must have a status of completed or pending.

---

### Incentive Fee Detail

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                              |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cumulative/Proposed Fee</b> | Displays the cumulative or proposed fee amount from the incentive fee worksheet.                                                                                                                                |
| <b>Minimum Fee Amount</b>      | Displays the calculated minimum fee amount from the incentive fee worksheet.                                                                                                                                    |
| <b>Maximum Fee Amount</b>      | Displays the calculated maximum fee amount from the incentive fee worksheet.                                                                                                                                    |
| <b>Fee Used</b>                | Displays the minimum, maximum or cumulative fee amount used by the system for incentive fee revenue.                                                                                                            |
| <b>Adjustment Fee</b>          | Click to access the Fee Adjustment page where you can enter a fee adjustment event. Fee adjustments cannot be set to <i>Ready</i> status if a fee event on the Revenue Plan page is set to <i>Ready</i> status. |

## Fee Adjustment — Award Fees Page

Access the Fee Adjustment page for award fees.



This example illustrates the fields and controls on the Fee Adjustment page (award fee type). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Fee Adjustment' page for a contract. At the top, there are tabs for 'Revenue Plan', 'Revenue Fee Worksheet', and 'Fee Adjustment'. Below the tabs, contract information is displayed: Contract GOVT\_TEST\_CONTRACT, Business Unit US001, Currency USD, Sold To Customer 1000, Alliance Group, GL Business Unit US001, Revenue Plan R101, and GL Currency USD. The 'Award Fee Detail' section shows three fields: 'Additional Award Fee Limit' (0.00), 'Award Fee Already Created' (0.00), and 'Available Award Fee' (0.00). Below this is the 'Adjustment Detail' table with one row: Adjustment 1, Event Status Pending, and Amount 0.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

The Fee Adjustment page enables you to adjust fee amounts that have been processed. You can enter either a negative or positive amount, up to the fee amount that has been recognized to date. Revenue fees that have not yet been processed are adjusted using the revenue fee worksheet, **Proposed Amount** field. Adjustments to your award fees are not controlled by amendment processing.

## Award Fee Details

| <i><b>Field or Control</b></i>    | <i><b>Description</b></i>                                                                                                                                                                                    |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Additional Award Fee Limit</b> | Displays the additional award fee limit amount defined on the Contract Amounts page for the contract line assigned to this revenue plan.                                                                     |
| <b>Award Fee Already Created</b>  | Displays the total for the additional award fee revenue rows created to date for the contract line assigned to this revenue plan. This data is retrieved from the Project Costing Project Transaction table. |
| <b>Available Award Fee</b>        | Displays the calculated total of the additional award fee limit less the award fee amount already created.                                                                                                   |

## Adjustment Detail

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjustment</b>       | Displays the sequence number automatically assigned to the adjustment row.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Event Status</b>     | <p>Select the status of the event. The event status controls the timing of when the event can be processed. Select from the following statuses:</p> <ul style="list-style-type: none"> <li> <b>Pending:</b> Appears by default when you open the Fee Adjustment page.<br/><br/> You can enter a fee adjustment row in pending status and edit the fee adjustment amount. </li> <li> <b>Ready:</b> Set the fee adjustment row to <i>Ready</i> status when you are ready to process the adjustment.<br/><br/> When you run the As-Incurred Revenue (PSA_ACCTGGL) process to generate the adjustment row, the system checks the adjustment amount against the award fee limit. Only one award fee adjustment row can be set to <i>Ready</i> status at any one time. You cannot set an award fee adjustment row to <i>Ready</i> status if an award revenue fee event row is in <i>Ready</i> status.<br/><br/> Award adjustment rows in <i>Ready</i> status cannot be edited. You must first reset the status to pending to make any changes to the row. </li> <li> <b>Completed:</b> Set by the system when you run the As-Incurred revenue process.<br/><br/> The system processes the revenue fee adjustment, creates an adjustment entry on the Award schedule page with a status of <i>Adjustment</i>, and sets the adjustment row to a status of <i>Completed</i>. Award adjustment rows in <i>Completed</i> status can no longer be edited. </li> </ul> |
| <b>Amount</b>           | Enter a positive or negative fee adjustment amount. The amount that you enter cannot be greater or less than the fee amount that has been recognized to date and cannot exceed the fee limit amount.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Fee Adjustment Page

Access the Fee Adjustment page for incentive fees.

This example illustrates the fields and controls on the Fee Adjustment page (incentive fee type). You can find definitions for the fields and controls later on this page.

Revenue PlanRevenue Fee WorksheetFee Adjustment

Contract GOVT\_TEST\_CONTRACTBusiness Unit US001Currency USD

Sold To Customer 1000Alliance GroupGL Business Unit US001

Revenue Plan R102GL Currency USD

Incentive Fee Detail

|                         |      |
|-------------------------|------|
| Cumulative/Proposed Fee | 0.00 |
| Minimum Fee Amount      | 0.00 |
| Maximum Fee Amount      | 0.00 |
| Fee Used                | 0.00 |

Adjustment Detail:

PersonalizeFind1 of 1FirstLast

| Adjustment | *Event Status | *Amount |
|------------|---------------|---------|
| 1          | Pending       | 0.00    |

SaveReturn to SearchNotifyAddUpdate/Display

Revenue Plan | Revenue Fee Worksheet | Fee Adjustment

The Fee Adjustment page enables you to adjust fee amounts that have been processed. You can enter either a negative or positive amount, but it cannot adjust it such that the fee amount would be higher than the fee limit and it also cannot be an overall negative fee (cannot be less than zero). Revenue fees that have not yet been processed are adjusted using the revenue fee worksheet, **Proposed Amount** field. Adjustments to your incentive fees are not controlled by amendment processing.

Incentive Fee Detail

| Field or Control         | Description                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------|
| Cumulative/ Proposed Fee | Displays the cumulative or proposed fee amount from the incentive fee worksheet.                     |
| Minimum Fee Amount       | Displays the calculated minimum fee amount from the incentive fee worksheet.                         |
| Maximum Fee Amount       | Displays the calculated maximum fee amount from the incentive fee worksheet.                         |
| Fee Used                 | Displays the minimum, maximum or cumulative fee amount used by the system for incentive fee revenue. |

## Adjustment Detail

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjustment</b>       | Displays the sequence number automatically assigned the adjustment row.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Event Status</b>     | <p>Select the status of the event. The event status controls the timing of when the event can be processed. Select from the following statuses:</p> <ul style="list-style-type: none"> <li> <b>Pending:</b> Appears by default when you open the Fee Adjustment page.<br/><br/> You can enter a fee adjustment row in pending status and edit the fee adjustment amount. </li> <li> <b>Ready:</b> Set the fee adjustment row to <i>Ready</i> status when you are ready to process the adjustment.<br/><br/> When you run the As-Incurred Revenue (PSA_ACCTGGL) process to generate the adjustment row, the system checks the adjustment amount against the incentive fee minimum and maximum fee ranges. Only one fee adjustment row can be set to <i>Ready</i> status at any one time. You cannot set an incentive fee adjustment row to <i>Ready</i> status if the incentive revenue fee event row is in <i>Ready</i> status.<br/><br/> Incentive fee adjustment rows in <i>Ready</i> status cannot be edited. You must first reset the status to pending to make any changes to the row. </li> <li> <b>Completed:</b> Set by the system when you run the As-Incurred revenue process.<br/><br/> The system processes the revenue fee adjustment, creates an adjustment entry on the Incentive schedule page with a status of <i>Adjustment</i>, and sets the adjustment row to a status of <i>Completed</i>. Incentive adjustment rows in <i>Completed</i> status can no longer be edited. </li> </ul> |
| <b>Amount</b>           | Enter a positive or negative fee adjustment amount. The amount that you enter cannot be greater or less than the fee amount that has been recognized to date and cannot exceed the fee minimum and maximum amounts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Assign Revenue Plan Page

You can assign cost-plus contract lines to as-incurred revenue plans using the Assign Revenue Plans page. If you add a cost-plus contract line to a contract with an incorrect fee type, and a revenue plan has already been assigned to the contract line, you must first unassign the contract line from the revenue plan using the **Unassign** button on this page and then delete the contract line, and re-add it with the correct fee type assigned to the contract line.

See “Assigning Contract Lines to Revenue Plans” (PeopleSoft Contracts).

---

## Processing Cost-Plus Contract Line Revenue

This section provides an overview of processing revenue for cost-plus contract lines and discusses how to process revenue for cost-plus contract lines and adjust revenue for cost-plus contract lines.

### Page Used to Process Revenue for Cost-Plus Contract Lines

| Page Name                                       | Definition Name | Usage                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Process Project Accounting Page</a> | RUN_PSA_ACCTGGL | Run this process to write revenue for rate-based contract lines and rate-based contract lines associated with fee types (cost-plus) to CA_ACCTG_LN_PC. This process picks up rate-based contract lines assigned to as-incurred revenue plans and any associated fees. The system sets the GL_DISTRIB_STATUS for lines and fees that it writes to the CA_ACCTG_LN_PC table to G (generated). |

## Understanding Processing Revenue for Cost-Plus Contract Lines

Processing revenue for cost-plus contract lines consists of two parts: generating revenue accounting entries for the contract lines and generating revenue accounting entries for the associated contract line fees. Before you can generate accounting entries for cost rows and fees, you must complete the following tasks:

- Define the accounting rules containing the PeopleSoft Project Costing ChartField combinations and business units for your contract line transactions.
- Assign a standard or contract specific rate set or rate plan to your cost-plus contract lines.
- Assign projects and activities to your active cost-plus contract lines.
- Assign your cost-plus contract lines to as-incurred revenue plans.

Your revenue fee worksheets are part of your revenue plans, and as such, enable you to process both revenue for your cost transactions and any associated fees.

- Set your contract to an active processing status.

- Set the as-incurred revenue plans and any associated events to a status of *Ready*.

Before generating revenue accounting entries for cost-plus contract line fees, you must first calculate and generate the fees for each contract line. Using the fee worksheets, you must evaluate the system calculated, proposed fee amount and either accept the amount or enter a different amount. When you click the **Submit** button on the fee worksheet, the system will evaluate the proposed amount against the revenue limits and fee criteria and determine if the proposed amount can be processed. Once processed, summarized fee rows are generated and posted to the Project Transaction tables in PeopleSoft Project Costing using the fee definition criteria setup for the contract's business unit. If you have selected the **Separate Billing and Revenue** option on the Installation Options-Contracts page, then you must use the revenue fee worksheets to calculate and generate the revenue fee rows. If you have not selected the **Separate Billing and Revenue** option on the Installation Options-Contracts page, you must use the billing fee worksheet to calculate and generate both the billing and the revenue fee rows. Fee rows can be created outside of revenue processing and do not change the status of the revenue plan.

After you have generated the fees you can run the As-Incurred Revenue (PSA\_ACCTGGL) process to generate the accounting entries for both your contract lines and associated fees. The As-Incurred revenue process performs the following steps:

1. Selects all eligible revenue and fee transactions from the Project Transactions table (PROJ\_RESOURCE) for processing.

If you have selected the **Separate Billing and Revenue** option on the Installation Options-Contracts page, the As-Incurred Revenue process selects transactions that are assigned analysis types associated with the PSRV2 analysis group. If you have not selected this option, or if the contract line is associated with a fee type of *None*, then the As-Incurred revenue process selects transactions that are assigned analysis types associated with the PSREV analysis group.

2. Creates revenue accounting entries for the contract lines and fees according to the processing criteria specified on the As-Incurred Revenue run control page and writes them to the Contracts/Projects Accounting Line (CA\_ACCTG\_LN\_PC) table and assigns the transaction rows a general ledger distribution status (GL\_DISTRB\_STATUS) of Generated (*G*).

You must run the journal generator process to post the accounting entries from the (CA\_ACCTG\_LN\_PC) table to the general ledger.

3. Changes the status of the revenue plans and award and incentive fee events to *In Progress*.

After the journal generator has posted the accounting entries to the general ledger, you must run the Journal Generator Load Update (CA\_LOAD\_UPD) process to update PeopleSoft Contracts and PeopleSoft Project Costing with the processed revenue data, set the revenue distribution status in the CA\_ACCTG\_LN\_PC table from Generated (*G*) to Distributed (*D*) for revenue transactions, and set the Cost distribution status from Generated (*G*) to Distributed (*D*) for costing transactions.

## Streamline Processing

PeopleSoft Contracts delivers streamline processing to enable you to generate fees and recognize revenue for cost transactions using a single process. By performing a few simple setup tasks, you can set up the As-Incurred Revenue process to perform all of the steps for generating accounting entries for your cost transactions and associated fees, post the entries to the general ledger, and update PeopleSoft Contracts and PeopleSoft Project Costing with the results.

To set up streamline processing for revenue generation for cost-plus contract lines and fees, perform the following steps:

1. Set up the accounting definition defaults for the Journal Generator at the installation level on the Contracts – Installation Options page.
2. Select the **Process Automatically** option on the revenue fee worksheets.

By selecting the **Process Automatically** option on the revenue fee worksheets, the As-Incurred Revenue process initiates the fee processor to evaluate the fee amount proposed by the system to determine if it meets the revenue fee limit criteria, and submits the fee for processing. The fee is then processed through to the general ledger and fee data updates are sent back to PeopleSoft Contracts and PeopleSoft Project Costing.

3. Select the **Process Milestones** option on the Process Project Accounting page. (Optional)

If you are using milestone events for your award or incentive fee schedules, then the milestone status must be complete before the revenue event can be processed. By selecting this option on the Process Project Accounting page, the As-Incurred revenue process initiates the Milestone Processing Application Engine process (CA\_MS\_PRCs) to update any eligible milestone statuses to *Complete*.

4. Select the **Process Journal Entries** option on the Process Project Accounting page.

By selecting the Process Journal Entries option, the As-Incurred Revenue (PSA\_ACCCTGGL) process automatically runs the Journal Generator process and the Journal Generator Update process to book the revenue accounting entries to general ledger for your cost-plus contract lines and fees, and then updates PeopleSoft Contracts and PeopleSoft Project Costing with the booked revenue data.

## Related Links

“Processing Rate-based Revenue” (PeopleSoft Contracts)

## Process Project Accounting Page

Use the Process Project Accounting page (RUN\_PSA\_ACCTGGL) to run this process to write revenue for rate-based contract lines and rate-based contract lines associated with fee types (cost-plus) to CA\_ACCTG\_LN\_PC.

This process picks up rate-based contract lines assigned to as-incurred revenue plans and any associated fees. The system sets the GL\_DISTRIB\_STATUS for lines and fees that it writes to the CA\_ACCTG\_LN\_PC table to G (generated).

Navigation:

**Customer Contracts > Schedule and Process Revenue > Process As Incurred Revenue > Process Project Accounting.**

See “Processing Transactions Using Accounting Rules” (PeopleSoft Project Costing).

## Adjusting Revenue for Cost-Plus Contract Lines

Throughout the life of the contract, changes may occur that impact revenue costs, limit amounts, or fees. To manage revenue adjustments, PeopleSoft Contracts uses amendment processing to enable you to keep a historical record of any changes that you make. To manage revenue fee adjustments, you must use the revenue fee worksheets and the Fee Adjustment page (if adjusting award or incentive fees).

The following table lists some examples of revenue adjustments that you might make and the tasks required to complete the changes:

| <b>Revenue Adjustment</b>                                                        | <b>Tasks</b>                                                                                                                                                                          | <b>Controlled by Amendment Processing</b>                                                                                         |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Increase or decrease revenue fee percentage for fixed or award fee types.        | Enter the fee percentage change on the appropriate Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                                  | Yes                                                                                                                               |
| Increase or decrease the revenue cost share percentage for incentive fee types.  | Enter the fee percentage change on the Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                                              | Yes                                                                                                                               |
| Increase or decrease the revenue target fee for incentive fee types.             | Enter the fee percentage change on the Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                                              | Yes                                                                                                                               |
| Increase or decrease the revenue maximum or minimum fee for incentive fee types. | Enter the fee percentage change on the Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                                              | Yes                                                                                                                               |
| Reduce revenue fee amounts due to cost adjustments.                              | Use the revenue fee worksheet for the contract line and enter a negative revenue fee amount. The fee adjustment cannot be greater than the revenue amount already recognized to date. | No<br><hr/> <b>Note:</b> To maintain a historical record of this transaction, use the internal notes page for the contract. <hr/> |
| Increase revenue fee amounts due to cost adjustments.                            | Use the revenue fee worksheet for the contract line and enter the revenue fee adjustment amount.                                                                                      | No<br><hr/> <b>Note:</b> To maintain a historical record of this transaction, use the internal notes page for the contract. <hr/> |
| Modify the revenue or revenue fee limit amount.                                  | Enter the new revenue limit or revenue fee limit amount on the appropriate Contract Amounts page.                                                                                     | Yes                                                                                                                               |

See [Revenue Fee Worksheet — Award Fees Page](#).

## Setting Up Billing Plans for Cost-Plus Contract Lines

This section provides an overview of cost-plus billing plans, lists prerequisites, and discusses how to define cost-plus billing plans, define fixed fee billing fee worksheets, define award fee billing fee worksheets, define incentive fee billing fee worksheets, define other fee billing fee worksheets, create



award fee schedules, create incentive fee schedules, adjust award fees, adjust incentive fees, update tax information, view billing history, and assign cost-plus contract lines to billing plans.

## Pages Used to Manage Billing for Cost-Plus Contract Lines

| <b>Page Name</b>                                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Billing Plan - Billing Plan General Page</u>          | 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.                                                             |
| <u>Billing Plan – Billing Fee Worksheet Page</u>         | CA_BP_FEE_WS           | Evaluate, manage, and generate billing fee amounts for cost-plus contract lines.                                                                                                                                                                                                                                  |
| <u>Billing Plan - Events Page for Award Fee Schedule</u> | CA_BP_EVENTS           | Define billing fee events for award and incentive fee types.                                                                                                                                                                                                                                                      |
| <u>Billing Plan – Fee Adjustments Page for Award Fee</u> | CA_BP_FEE_ADJ          | Enter fee adjustment amounts when fee amounts, percentages, or limits have changed over the life of the contract.                                                                                                                                                                                                 |
| <u>Billing Plan - Tax Parameters Page</u>                | CA_BP_TAX_AI           | Update tax information for contract lines associated with fixed-fee 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. |
| <u>Billing Plan - History Page</u>                       | CA_BP_XREF             | View the status for all billing activity related to this bill plan ID.                                                                                                                                                                                                                                            |
| <u>Assign Billing Plan Page</u>                          | CA_BP_LINK             | Assign or unassign contract lines to billing plans. You can first define billing plans and assign the contract lines to these existing billing plans, or you can first assign the lines to a new billing plan and then define the details of the billing plan.                                                    |

## Understanding Setting Up Billing Plans for Cost-Plus Contract Lines

PeopleSoft Contracts integrates with PeopleSoft Project Costing and PeopleSoft Billing to enable you to generate invoices for cost-plus contract lines and fees. As transactions occur against a contract line, the Pricing Engine prices the transaction and posts the resulting transaction rows in the Project Costing Project Transactions table. Fee rows are also posted to the Project Costing Project Transactions table when fees are generated from the billing worksheets. The Contracts/Billing Interface (CA\_BI\_INTFC)

process selects the eligible billing and fee rows from PeopleSoft Project Costing and passes the transactions to PeopleSoft Billing for invoice generation.

To manage bill processing for cost-plus contract lines, PeopleSoft Contracts uses billing plans. Billing plans store the timing of when billing occurs, enable you to define billing events to control the processing of fees, and enable you to calculate fee amounts using a billing fee worksheet. Billing plans are required for every contract line to process billing for those contract lines.

For cost-plus contract lines, every contract line must be assigned to a unique billing plan as the billing fee worksheet associated with the billing plan is unique to the fee type associated with the contract line. If you have not selected the option to apply separate rates for billing and revenue, the billing fee worksheet is used to calculate both billing and revenue fees.

When defining billing plans for cost-plus contract lines, you can assign the contract lines to billing plans manually or by using an as-incurred billing plan template. If you use a billing plan template to set up the billing plans for the contract lines, you can select the template on the Add Contract Lines page when adding the products to your contract, or you can select the template on the Assign Billing Plan page. If you assign the billing plan template to the contract line on the Add Contract Lines page, the system will automatically create the billing plan after the contract line is added to the contract and saved. A billing plan detail template can also be used to populate or override general billing information on the billing plan when creating a billing plan manually or when using a billing plan template.

After the contract line is added to the contract and the billing plan is created, you must complete the fields on the billing plan to enable processing to occur. Award and incentive fees also have an award schedule that must be completed to generate a billing fee for those fee types. The award schedule enables you to set up events, using milestones or dates, that enable you to control when the fee amounts are processed.

To generate invoices for the contract lines and any associated fees, the contract must be in an active processing status, the contract line must be active, and the billing plan and any associated events must have a status of *Ready*. If you are using milestones to control processing for award or incentive fee events, they must have a status of *Complete*.

See “Understanding Billing in Contracts” (PeopleSoft Contracts).

## Prerequisites

Before you can manage billing for cost-plus contract lines, you must first create a contract with a contract classification of *Government*, add contract lines associated with fee types to the contract, and associate projects, activities, and a rate plan to the contract line.

## 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**

See “Billing Plan - Billing Plan General Page” (PeopleSoft Contracts).

Billing Plan – Billing Fee Worksheet Page

Use the Billing Plan - Billing Fee Worksheet page (CA\_BP\_FEE\_WS) to evaluate, manage, and generate billing fee amounts for cost-plus contract lines.

Navigation:

Customer Contracts > Create and Amend > General information > General.

Click the **Billing Plans** link. Click the link for the billing plan ID, Billing Fee Worksheet.

This example illustrates the fields and controls on the Billing Plan – Billing Fee Worksheet page (1 of 2) (fixed fee type). You can find definitions for the fields and controls later on this page.

Billing Plan GeneralBilling Fee WorksheetTax ParametersHistory

Contract GFCONTRACTBI Unit US001

Sold To Customer 1001Apex SystemsBill To 1001Apex Systems

Billing Plan B102Currency USD

Fee Type Fixed Fee

Fee last processed onCurrency USD

Billing Amounts

Amounts from Contract Amt Page

|                     |            |
|---------------------|------------|
| Funded Cost Limit   | 0.00       |
| Fixed Fee Percent   | 0.00000000 |
| Funded Fee Limit    | 0.00       |
| Total Contract Line | 0.00       |

Project Costing - Billing

|                               |      |
|-------------------------------|------|
| All Billable Costs            | 0.00 |
| Costs Used in Fee Calculation | 0.00 |
| Current Period Billable Costs | 0.00 |

Billing Fee Calculation

|                                           |      |
|-------------------------------------------|------|
| Fixed Fee Already Created                 | 0.00 |
| Proposed Fixed Fee                        | 0.00 |
| <input checked="" type="radio"/> Proposed |      |
| <input type="radio"/> Override            |      |
| Current Period Fixed Fee                  | 0.00 |

This example illustrates the fields and controls on the Billing Plan – Billing Fee Worksheet page (2 of 2) (fixed fee type). You can find definitions for the fields and controls later on this page.

Processing Options

Accounting Date

☒ Processing Date

☐ User Define02/25/2013

☒ Process Automatically

Submit for ProcessingProcess Monitor

When you define a billing plan for a cost-plus contract line associated with a fee type of *Fixed*, the system automatically creates a billing plan with a billing fee worksheet containing fields that are specific to fixed fee processing.

### Billing Amounts - Amounts from Contract Amt Page

| <i>Field or Control</i>  | <i>Description</i>                                                                                                                                                                                    |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Fee Percent</b> | Displays the fixed fee percentage defined on the Contract Amounts page for the contract line. The fixed fee percent is multiplied by the total funded costs to determine the total funded fee amount. |

### Billing Fee Calculation

| <i>Field or Control</i>          | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Fee Already Created</b> | <p>Displays the total to date for all billable fixed fee rows already created for the contract line.</p> <p>For this value, the system retrieves the fixed fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> |
| <b>Proposed Fixed Fee</b>        | Displays the calculated total of all billable cost rows to date for the contract line for which fees have not been created, multiplied by the fixed fee percentage. You can override this value if needed.                                                                                                                                                                                                                  |
| <b>Current Period Fixed Fee</b>  | Displays the billing fixed fee total for the current period after the fee limits process has run.                                                                                                                                                                                                                                                                                                                           |

### Billing Plan – Billing Fee Worksheet for Award Fee Page

Access the Billing Plan – Billing Fee Worksheet for award fees.

This example illustrates the fields and controls on the Billing Plan – Billing Fee Worksheet page (1 of 2) (award fee type). You can find definitions for the fields and controls later on this page.

| Billing Plan General                                                        |  | Billing Fee Worksheet |  | Tax Parameters |  | History      |  |
|-----------------------------------------------------------------------------|--|-----------------------|--|----------------|--|--------------|--|
| Contract GFCONTRACT                                                         |  |                       |  | BI Unit US001  |  |              |  |
| Sold To Customer 1001                                                       |  | Apex Systems          |  | Bill To 1001   |  | Apex Systems |  |
| Billing Plan B101                                                           |  |                       |  | Currency USD   |  |              |  |
| Fee Type Award Fee                                                          |  |                       |  |                |  |              |  |
| Fee last processed on                                                       |  |                       |  | Currency USD   |  |              |  |
| <b>Billing Amounts</b>                                                      |  |                       |  |                |  |              |  |
| <b>Amounts from Contract Amt Page</b>                                       |  |                       |  |                |  |              |  |
| Funded Cost Limit                                                           |  |                       |  | 0.00           |  |              |  |
| Base Fee Percent                                                            |  |                       |  | 0.00000000     |  |              |  |
| Funded Fee Limit                                                            |  |                       |  | 0.00           |  |              |  |
| Total Contract Line                                                         |  |                       |  | 0.00           |  |              |  |
| <b>Project Costing - Billing</b>                                            |  |                       |  |                |  |              |  |
| All Billable Costs                                                          |  |                       |  | 0.00           |  |              |  |
| Costs Used in Fee Calculation                                               |  |                       |  | 0.00           |  |              |  |
| Current Period Billable Costs                                               |  |                       |  | 0.00           |  |              |  |
| <b>Billing Base Fee Calculation</b>                                         |  |                       |  |                |  |              |  |
| Base Fee Already Created                                                    |  |                       |  | 0.00           |  |              |  |
| Proposed Base Fee                                                           |  |                       |  | 0.00           |  |              |  |
| <input checked="" type="radio"/> Proposed<br><input type="radio"/> Override |  |                       |  |                |  |              |  |
| Current Period Base Fee                                                     |  |                       |  | 0.00           |  |              |  |

This example illustrates the fields and controls on the Billing Plan – Billing Fee Worksheet page (1 of 2) (award fee type). You can find definitions for the fields and controls later on this page.

| Billing Award Fee Calculation                                                                       |             |
|-----------------------------------------------------------------------------------------------------|-------------|
| Award Fee Already Created                                                                           | 0.00        |
| Additional Award Fee Limit                                                                          | 0.00        |
| Award Fee Amount Proposed                                                                           | 0.00        |
| <b>Current Period Award Fee</b>                                                                     | <b>0.00</b> |
| <b>Processing Options</b>                                                                           |             |
| Accounting Date                                                                                     |             |
| <input checked="" type="radio"/> Processing Date<br><input type="radio"/> User Define               |             |
|                                                                                                     | 02/25/2013  |
| <input checked="" type="checkbox"/> Process Automatically                                           |             |
| <input type="button" value="Submit for Processing"/> <input type="button" value="Process Monitor"/> |             |

When you define a billing plan for a cost-plus contract line associated with a fee type of *Award*, the system automatically creates a billing plan with a billing fee worksheet containing fields that are specific to award fee processing.

## Billing Amounts - Amounts from Contract Amt Page

| <i>Field or Control</i> | <i>Description</i>                                                                                                                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base Fee Percent</b> | Displays the base fee percentage defined on the Contract Amounts page for the contract line. The billing base fee percent is multiplied by the total funded costs to determine the total funded fee amount. |

## Billing Base Fee Calculation

| <i>Field or Control</i>         | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Base Fee Already Created</b> | <p>Displays the total to date for all billable base fee rows already created for the contract line.</p> <p>For this value, the system retrieves the award fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> |
| <b>Proposed Base Fee</b>        | Displays the calculated total of all billable cost rows to date for the contract line for which fees have not been created, multiplied by the base fee percentage. You can override this value if needed.                                                                                                                                                                                                                  |
| <b>Current Period Base Fee</b>  | Displays the billing base fee total for the current period after the fee limits process has run.                                                                                                                                                                                                                                                                                                                           |

## Billing Award Fee Calculation

| <i>Field or Control</i>           | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Award Fee Already Created</b>  | <p>Displays the total to date for all billable award fee rows already created for the contract line.</p> <p>For this value, the system retrieves the award fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA).</p> |
| <b>Additional Award Fee Limit</b> | Displays the additional award fee limit percentage entered on the Contract Amounts page for the contract line.                                                                                                                                                                                                                                                                                                              |

| <b>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                         |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Award Fee Amount Proposed</b> | Displays the calculated total of all billable cost rows to date for the contract line for which fees have not been created, multiplied by the award fee percentage. You can override this value if needed. |
| <b>Current Period Award Fee</b>  | Displays the billing award fee total for the current period after the fee limits process has run.                                                                                                          |

## Billing Plan - Billing Fee Worksheet for Incentive Fee Page

Access the Billing Plan - Billing Fee Worksheet for incentive fees.

This example illustrates the fields and controls on the Billing Plan – Billing Fee Worksheet page (1 of 2) (incentive fee type). You can find definitions for the fields and controls later on this page.

|                                |  |                       |  |                |  |              |  |
|--------------------------------|--|-----------------------|--|----------------|--|--------------|--|
| Billing Plan General           |  | Billing Fee Worksheet |  | Tax Parameters |  | History      |  |
| Contract GFCONTRACT            |  |                       |  | BI Unit US001  |  |              |  |
| Sold To Customer 1001          |  | Apex Systems          |  | Bill To 1001   |  | Apex Systems |  |
| Billing Plan B103              |  |                       |  | Currency USD   |  |              |  |
| Fee Type Incentive Fee         |  |                       |  |                |  |              |  |
| Fee last processed on          |  |                       |  | Currency USD   |  |              |  |
| Billing Amounts                |  |                       |  |                |  |              |  |
| Amounts from Contract Amt Page |  |                       |  |                |  |              |  |
| Funded Cost Limit              |  |                       |  | 0.00           |  |              |  |
| Cost Share Overrun             |  |                       |  | 0.00000000     |  |              |  |
| Cost Share Underrun            |  |                       |  | 0.00000000     |  |              |  |
| Target Fee Percent             |  |                       |  | 0.00000000     |  |              |  |
| Target Fee Amount              |  |                       |  | 0.00           |  |              |  |
| Minimum Fee Percent            |  |                       |  | 0.00000000     |  |              |  |
| Minimum Fee Amount             |  |                       |  | 0.00           |  |              |  |
| Maximum Fee Percent            |  |                       |  | 0.00000000     |  |              |  |
| Maximum Fee Amount             |  |                       |  | 0.00           |  |              |  |
| Total Maximum Cont Line Value  |  |                       |  | 0.00           |  |              |  |
| Project Costing - Billing      |  |                       |  |                |  |              |  |
| All Billable Costs             |  |                       |  | 0.00           |  |              |  |
| Difference                     |  |                       |  | 0.00           |  |              |  |

This example illustrates the fields and controls on the Billing Plan – Billing Fee Worksheet page (2 of 2) (incentive fee type). You can find definitions for the fields and controls later on this page.

| Billing Fee Calculation |                                   |
|-------------------------|-----------------------------------|
| Cost Share Portion      | 0.00                              |
| Cumulative Fee          | 0.00                              |
| Proposed Incentive Fee  | <input type="text" value="0.00"/> |
| Incentive Fee           | 0.00                              |

| Processing Options                                        |                                         |
|-----------------------------------------------------------|-----------------------------------------|
| Accounting Date                                           |                                         |
| <input checked="" type="radio"/> Processing Date          |                                         |
| <input type="radio"/> User Define                         | <input type="text" value="02/25/2013"/> |
| <input checked="" type="checkbox"/> Process Automatically |                                         |
| <input type="button" value="Submit for Processing"/>      | <a href="#">Process Monitor</a>         |

When you define a billing plan for a cost-plus contract line associated with a fee type of *Incentive*, the system automatically creates a billing plan with a billing fee worksheet containing fields that are specific to incentive fee processing.

### Billing Amounts - Amounts from Contract Amt Page

| Field or Control    | Description                                                                                                                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost Share Overrun  | Displays the cost share overrun percentage entered on the Contract Amounts page for the contract line. Then system uses the cost share overrun percentage to adjust the target fee percentage that can be billed.  |
| Cost Share Underrun | Displays the cost share underrun percentage entered on the Contract Amounts page for the contract line. The system uses the cost share underrun percentage to adjust the target fee percentage that can be billed. |
| Target Fee Percent  | Displays the target fee percentage entered on the Contract Amounts page for the contract line. The system uses the target fee percentage to calculate the target fee amount.                                       |
| Target Fee Amount   | Displays the calculated total of the funded cost limit multiplied by the target fee percentage.                                                                                                                    |



| <b>Field or Control</b>                                                  | <b>Description</b>                                                                                                                                                                              |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum Fee Percent</b>                                               | Displays the minimum fee percentage entered on the Contract Amounts page for the contract line. This percentage represents the minimum fee percentage that can be billed for the contract line. |
| <b>Minimum Fee Amount</b>                                                | Displays the calculated total of the funded cost limit multiplied by the minimum fee percentage.                                                                                                |
| <b>Maximum Fee Percent</b>                                               | Displays the maximum fee percentage entered on the Contract Amounts page for the contract line. This percentage represents the maximum fee percentage that can be billed for the contract line. |
| <b>Maximum Fee Amount</b>                                                | Displays the calculated total of the funded cost limit multiplied by the maximum fee percentage.                                                                                                |
| <b>Total Maximum Cont Line Value</b> (total maximum contract line value) | Displays the calculated total of the funded cost limit plus the maximum fee amount.                                                                                                             |

## Project Costing - Billing

| <b>Field or Control</b> | <b>Description</b>                                                                                                       |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Difference</b>       | Displays the calculated total of the funded cost limit minus all available billable costs to date for the contract line. |

## Billing Fee Calculation

| <b>Field or Control</b>   | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost Share Portion</b> | Displays the calculated total of the difference amount between the funded cost limit and all available billing cost rows for the contract line multiplied by the cost share percentage to be used. The cost share percentage used is either the underrun or overrun cost share percentage depending on whether the total inception to date billable costs are less than or greater than the funded cost limit amount respectively. |
| <b>Cumulative Fee</b>     | Displays the calculated total of the cost share portion amount plus the target fee amount.                                                                                                                                                                                                                                                                                                                                         |

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proposed Incentive Fee</b> | <p>Displays the proposed incentive fee for the contract line. If the actual billable costs to date are less than or equal to the funded cost limit, the system uses the lesser of the cumulative fee amount or the maximum fee amount for the proposed incentive fee. If the actual billable costs to date are greater than the funded costs limit, then the system uses the greater of the cumulative fee amount or the minimum fee amount for the proposed incentive fee.</p> <p>This amount can be overwritten if needed, but must be within the minimum and maximum fee ranges defined for the contract line.</p> |
| <b>Incentive Fee</b>          | Displays the billing incentive fee total for the current period after the fee limits process has run.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Billing Plan – Billing Fee Worksheet for Other Fee Page

Access the Billing Plan – Billing Fee Worksheet for other fees.

This example illustrates the fields and controls on the Billing Plan - Billing Fee Worksheet page (1 of 2) (other fee type). You can find definitions for the fields and controls later on this page.

| Billing Plan General                                                        |  | Billing Fee Worksheet         |  | Tax Parameters |  | History        |  |
|-----------------------------------------------------------------------------|--|-------------------------------|--|----------------|--|----------------|--|
| Contract CON000000000085                                                    |  |                               |  | BI Unit US001  |  |                |  |
| Sold To Customer 1000                                                       |  | Alliance Group                |  | Bill To 1000   |  | Alliance Group |  |
| Billing Plan B101                                                           |  | As-Incurred Bill/Revenue Plan |  | Currency USD   |  |                |  |
| Fee Type Other Fee                                                          |  |                               |  |                |  |                |  |
| Fee last processed on                                                       |  |                               |  | Currency USD   |  |                |  |
| <b>Billing Amounts</b>                                                      |  |                               |  |                |  |                |  |
| <b>Amounts from Contract Amt Page</b>                                       |  |                               |  |                |  |                |  |
| Funded Cost Limit                                                           |  |                               |  | 0.000          |  |                |  |
| Funded Fee Limit                                                            |  |                               |  | 0.000          |  |                |  |
| Total Contract Line                                                         |  |                               |  | 0.000          |  |                |  |
| <b>Project Costing - Billing</b>                                            |  |                               |  |                |  |                |  |
| All Billable Costs                                                          |  |                               |  | 0.000          |  |                |  |
| Costs Used in Fee Calculation                                               |  |                               |  | 0.000          |  |                |  |
| Current Period Billable Costs                                               |  |                               |  | 0.000          |  |                |  |
| <b>Billing Fee Calculation</b>                                              |  |                               |  |                |  |                |  |
| Other Fee Already Created                                                   |  |                               |  | 0.000          |  |                |  |
| Proposed Other Fee                                                          |  |                               |  | 0.000          |  |                |  |
| <input checked="" type="radio"/> Proposed<br><input type="radio"/> Override |  |                               |  |                |  |                |  |
| Current Period Other Fee                                                    |  |                               |  | 0.00           |  |                |  |

This example illustrates the fields and controls on the Billing Plan - Billing Fee Worksheet page (2 of 2) (other fee type). You can find definitions for the fields and controls later on this page.

**Processing Options**

Accounting Date

☒ Processing Date

☐ User Define 02/12/2013

☒ Process Automatically

Submit for Processing Process Monitor

When you define a billing plan for a cost-plus contract line associated with a fee type of *Other*, the system automatically creates a billing plan with a billing fee worksheet containing fields that are specific to other fee processing.

### Billing Fee Calculation

| <i>Field or Control</i>          | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Fee Already Created</b> | Displays the total to date for all billable other fee rows already created for the contract line.<br><br>For this value, the system retrieves the other fee billing rows that are assigned the analysis type specified in the <b>Billing Target Fee Attributes</b> group box on the Fee Definition page for this fee type. The fee definition is defined on the Contracts Business Unit component (BUS_UNIT_TBL_CA). |
| <b>Proposed Other Fee</b>        | Displays the other fee amount entered on the Contract Amounts page for the contract line. This amount can be overwritten if needed.                                                                                                                                                                                                                                                                                  |
| <b>Current Period Other Fee</b>  | Displays the billing other fee total for the current period after the fee limits process has run.                                                                                                                                                                                                                                                                                                                    |

### Billing Plan - Events Page for Award Fee Schedule

Use the Billing Plan - Events page (CA\_BP\_EVENTS) to define billing fee events for award and incentive fee types.

Navigation:

**Customer Contracts > Schedule and Process Billing > Define Billing Plan > Billing Plan General > Billing Fee Worksheet**

Click the **Award Fee Amount Proposed** or **Proposed Incentive Fee** link on the Billing Fee Worksheet page.

This example illustrates the fields and controls on the Billing Plan - Events page (award fee schedule). You can find definitions for the fields and controls later on this page.

Billing Plan General

Billing Fee Worksheet

Events

Tax Parameters

History

Contract

GFCONTRACT

BI Unit

US001

Sold To Customer

1001

Apex Systems

Bill To

1001

Apex Systems

Billing Plan

B101

Currency

USD

Define Events

Add Milestone

Award Fee Detail

Additional Award Fee Limit

0.00

Award Fee Already Created

0.00

Available Award Fee

0.00

Adjustment Fee

Event Detail

Personalize | Find | | First 1 of 1 Last

| Event | Event Type | *Event Status | Milestone Origin | Milestone Number | Contract Milestone Status | Days Lag | Milestone Completion Date |            | Amount |  |
|-------|------------|---------------|------------------|------------------|---------------------------|----------|---------------------------|------------|--------|--|
| 1     | Milestone  | Pending       | Contract         |                  |                           |          |                           | Event Note | 0.00   |  |

The award schedule page is used to define events for award fees. The events fields appear when you navigate to the Billing Plan page from the Billing Fee Worksheet for Award fees. You can define milestone or date event types to control the timing of when bills are generated for award fees. You can enter multiple event rows, but only one event can be set to a *Ready* status at a time.

Award Fee Detail

| Field or Control           | Description                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional Award Fee Limit | Displays the additional award fee limit amount defined on the Contract Amounts page for the contract line assigned to this billing plan.                                                                                 |
| Award Fee Already Created  | Displays the total for the award fee billing rows created to date for the contract line assigned to this billing plan. This data is retrieved for the Project Costing Project Transaction table.                         |
| Available Award Fee        | Displays the calculated total of the additional award fee limit less the award fee amount already created.                                                                                                               |
| Adjustment Fee             | Click to access the Fee Adjustment page where you can enter a fee adjustment event. Fee adjustments cannot be set to <i>Ready</i> status if a fee event on the Billing Plan - Events page is set to <i>Ready</i> status. |

Billing Plan – Events Page for Incentive Fee Schedule

Access the Billing Plan – Events page for the incentive fee schedule.

This example illustrates the fields and controls on the Billing Plan - Events page (incentive fee type). You can find definitions for the fields and controls later on this page.

Billing Plan GeneralBilling Fee WorksheetEventsTax ParametersHistory

Contract GFCONTRACT

BI Unit US001

Sold To Customer 1001Apex Systems

Bill To 1001Apex Systems

Billing Plan B103

Currency USD

Define Events

Add Milestone

Incentive Fee Detail

Cumulative/Proposed Fee0.00

Minimum Fee Amount0.00

Maximum Fee Amount0.00

Fee Used0.00

Adjustment Fee

Event Detail

PersonalizeFind

First1 of 1Last

| Event | Event Type | *Event Status | Milestone Origin | Milestone Number | Contract Milestone Status | Days Lag | Milestone Completion Date | Amount |
|-------|------------|---------------|------------------|------------------|---------------------------|----------|---------------------------|--------|
| 1     | Milestone  | Pending       | Contract         |                  |                           |          |                           | 0.00   |

Event Note

The Incentive schedule page is used to define an event for incentive fees. The events fields appear when you navigate to the Billing Plan page from the Billing Fee Worksheet for incentive fees. You can define a milestone or date event type to control the timing of when a bill is generated for incentive fees. You can only enter one event row in this schedule.

Incentive Fee Detail

| Field or Control        | Description                                                                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cumulative/Proposed Fee | Displays the cumulative or proposed fee amount from the incentive fee worksheet.                                                                                                                                |
| Minimum Fee Amount      | Displays the calculated minimum fee amount from the incentive fee worksheet.                                                                                                                                    |
| Maximum Fee Amount      | Displays the calculated maximum fee amount from the incentive fee worksheet.                                                                                                                                    |
| Fee Used                | Displays the minimum, maximum or cumulative fee amount used by the system for incentive fee billing.                                                                                                            |
| Adjustment Fee          | Click to access the Fee Adjustment page where you can enter a fee adjustment event. Fee adjustments cannot be set to <i>Ready</i> status if a fee event on the Billing Plan page is set to <i>Ready</i> status. |

Billing Plan – Fee Adjustments Page for Award Fee

Use the Billing Plan – Fee Adjustments page (CA\_BP\_FEE\_ADJ) to enter fee adjustment amounts when fee amounts, percentages, or limits have changed over the life of the contract.

Navigation:

**Customer Contracts > Schedule and Process Billing > Define Billing Plan > Billing Plan General > Billing Fee Worksheet.**

Click the **Award Fee Amount Proposed** or **Proposed Incentive Fee** link on the Billing Fee Worksheet page. Click the **Adjustment Fee** link on the Events page.

This example illustrates the fields and controls on the Billing Plan – Fee Adjustments page (award fee type). You can find definitions for the fields and controls later on this page.

Billing Plan General | Billing Fee Worksheet | Events | **Fee Adjustments** | Tax Parameters | History

Contract GOVT\_TEST\_CONTRACT BI Unit US001  
Sold To Customer 1000 Alliance Group Bill To 1000 Alliance Group  
Billing Plan B102 Currency USD

**Award Fee Detail**

|                            |      |
|----------------------------|------|
| Additional Award Fee Limit | 0.00 |
| Award Fee Already Created  | 0.00 |
| Available Award Fee        | 0.00 |

**Adjustment Detail:** Personalize | Find | First 1 of 1 Last

| Adjustment | *Status | *Amount |
|------------|---------|---------|
| 1          | Pending | 0.00    |

Save Return to Search Notify Add Update/Display

Billing Plan General | Billing Fee Worksheet | Events | **Fee Adjustments** | Tax Parameters | History

The Fee Adjustments page enables you to adjust fee amounts that have been processed. You can enter either a negative or positive amount, up to the fee amount that has been billed to date. Billing fees that have not yet been processed are adjusted using the billing fee worksheet, **Proposed Amount** field. Adjustments to award fees are not controlled by amendment processing.

## Award Fee Details

| <i><b>Field or Control</b></i>    | <i><b>Description</b></i>                                                                                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Additional Award Fee Limit</b> | Displays the additional award fee limit amount defined on the Contract Amounts page for the contract line assigned to this billing plan.                                                                    |
| <b>Award Fee Already Created</b>  | Displays the total for the additional award fee billing rows created to date for the contract line assigned to this billing plan. This data is retrieved for the Project Costing Project Transaction table. |
| <b>Available Award Fee</b>        | Displays the calculated total of the additional award fee limit less the award fee amount already created.                                                                                                  |

## Adjustment Detail

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjustment</b>       | Displays the sequence number automatically assigned to the adjustment row.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Event Status</b>     | <p>Select the status of the event. The event status controls the timing of when the event can be processed. Select from the following statuses:</p> <ul style="list-style-type: none"> <li> <b>Pending:</b> Appears by default when you open the Fee Adjustment page.<br/><br/> You can enter a fee adjustment row in pending status and edit the fee adjustment amount. </li> <li> <b>Ready:</b> Set the fee adjustment row to <i>Ready</i> status when you are ready to process the adjustment.<br/><br/> When you run the Contracts/Billing Interface (CA_BI_INTFC) process to generate the adjustment row, the system checks the adjustment amount against the award fee limit. Only one award fee adjustment row can be set to <i>Ready</i> status at any one time. You cannot set an award fee adjustment row to <i>Ready</i> status if an award revenue fee event row is in <i>Ready</i> status.<br/><br/> Award adjustment rows in <i>Ready</i> status cannot be edited. You must first reset the status to pending to make any changes to the row. </li> <li> <b>Completed:</b> Set by the system when you run the Contracts/Billing Interface process.<br/><br/> The system processes the billing fee adjustment, creates an adjustment entry on the Award schedule page with a status of <i>Adjustment</i>, and sets the adjustment row to a status of <i>Completed</i>. Award adjustment rows in <i>Completed</i> status can no longer be edited. </li> </ul> |
| <b>Amount</b>           | Enter a positive or negative fee adjustment amount. The amount that you enter cannot be greater or less than the fee amount that has been billed to date and cannot exceed the fee limit amount.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

## Billing Plan – Fee Adjustments Page for Incentive Fee

Access the Billing Plan – Fee Adjustments page for incentive fees.

This example illustrates the fields and controls on the Billing Plan – Fee Adjustments page (incentive fee type). You can find definitions for the fields and controls later on this page.

Billing Plan General | Billing Fee Worksheet | Events | **Fee Adjustments** | Tax Parameters | History

Contract GOVT\_TEST\_CONTRACT BI Unit US001  
Sold To Customer 1000 Alliance Group Bill To 1000 Alliance Group  
Billing Plan B103 Currency USD

| Incentive Fee Detail    |      |
|-------------------------|------|
| Cumulative/Proposed Fee | 0.00 |
| Minimum Fee Amount      | 0.00 |
| Maximum Fee Amount      | 0.00 |
| Fee Used                | 0.00 |

Adjustment Detail: Personalize | Find | First 1 of 1 Last

| Adjustment | *Status | *Amount |
|------------|---------|---------|
| 1          | Pending | 0.00    |

Save Return to Search Notify Add Update/Display

Billing Plan General | Billing Fee Worksheet | Events | Fee Adjustments | Tax Parameters | History

The Fee Adjustments page enables you to adjust fee amounts that have been processed. You can enter either a negative or positive amount, up to the fee amount that has been billed to date. Billing fees that have not yet been processed are adjusted using the billing fee worksheet, **Proposed Amount** field. Adjustments to incentive fees are not controlled by amendment processing.

## Incentive Fee Detail

| <i>Field or Control</i>         | <i>Description</i>                                                                                   |
|---------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Cumulative/ Proposed Fee</b> | Displays the cumulative or proposed fee amount from the incentive fee worksheet.                     |
| <b>Minimum Fee Amount</b>       | Displays the calculated minimum fee amount from the incentive fee worksheet.                         |
| <b>Maximum Fee Amount</b>       | Displays the calculated maximum fee amount from the incentive fee worksheet.                         |
| <b>Fee Used</b>                 | Displays the minimum, maximum or cumulative fee amount used by the system for incentive fee billing. |

## Adjustment Detail

| <i>Field or Control</i> | <i>Description</i>                                                      |
|-------------------------|-------------------------------------------------------------------------|
| <b>Adjustment</b>       | Displays the sequence number automatically assigned the adjustment row. |



| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Status</b>     | <p>Select the status of the event. The event status controls the timing of when the event can be processed. Select from the following statuses:</p> <ul style="list-style-type: none"> <li> <b>Pending:</b> Appears by default when you open the Fee Adjustment page. <p>You can enter a fee adjustment row in pending status and edit the fee adjustment amount.</p> </li> <li> <b>Ready:</b> Set the fee adjustment row to <i>Ready</i> status when you are ready to process the adjustment. <p>When you run the Contracts/Billing Interface (CA_BI_INTFC) process to generate the adjustment row, the system checks the adjustment amount against the incentive fee minimum and maximum fee ranges. Only one fee adjustment row can be set to <i>Ready</i> status at any one time. You cannot set an incentive fee adjustment row to <i>Ready</i> status if the incentive revenue fee event row is in <i>Ready</i> status.</p> <p>Incentive fee adjustment rows in <i>Ready</i> status cannot be edited. You must first reset the status to pending to make any changes to the row.</p> </li> <li> <b>Completed:</b> Set by the system when you run the Contracts/Billing Interface process. <p>The system processes the billing fee adjustment, creates an adjustment entry on the Incentive schedule page with a status of <i>Adjustment</i>, and sets the adjustment row to a status of <i>Completed</i>. Incentive adjustment rows in <i>Completed</i> status can no longer be edited.</p> </li> </ul> |
| <b>Amount</b>           | <p>Enter a positive or negative fee adjustment amount. The amount that you enter cannot be greater or less than the fee amount that has been billed to date and cannot exceed the fee minimum and maximum amounts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Billing Plan - Tax Parameters Page

Use the Billing Plan - Tax Parameters page (CA\_BP\_TAX\_AI) to update tax information for contract lines associated with fixed-fee 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**

See “Billing Plan - Tax Parameters Page” (PeopleSoft Contracts).

## 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.

Navigation:

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

See “Billing Plan - History Page” (PeopleSoft Contracts).

## Assign Billing Plan Page

You can assign cost-plus contract lines to as-incurred billing plans using the Assign Billing Plan page. If you add a cost-plus contract line to a contract with an incorrect fee type, and a billing plan has already been assigned to the contract line, you must first unassign the contract line from the billing plan using the **Unassign** button on this page and then delete the contract line, and re-add it with the correct fee type assigned to the contract line.

See “Assigning Contract Lines to Billing Plans” (PeopleSoft Contracts).

---

## Processing Billing for Cost-Plus Contract Lines

This section provides an overview of processing billing for cost-plus contract lines and discusses how to process billing for cost-plus contract lines and adjust billing for cost-plus contract lines.

### Page Used to Process Billing for Cost-Plus Contract Lines

| <i><b>Page Name</b></i>                 | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>                                                                                                                                                                               |
|-----------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Process As Incurred Billing Page</u> | RUN_CA_BI                     | Run this process to load <i>as-incurred</i> billing information from PeopleSoft Contracts and PeopleSoft Project Costing into Billing to create bills for your cost-plus contract lines and fees. |

## Understanding Processing Billing for Cost-Plus Contract Lines

Processing billing for cost-plus contract lines includes generating invoices for the costs related to the contract lines themselves and generating invoices for any associated fees. Before you can generate invoices for your contract lines and fees, you must first complete the following tasks:

- Define accounting rules containing the PeopleSoft Project Costing ChartField combinations and business units for your contract line transactions.
- Assign a rate plan to your cost-plus contract lines.
- Assign projects and activities to your active cost-plus contract lines.
- Assign your cost-plus contract lines to as-incurred billing plans.

The billing plans contain the billing fee worksheets and enable you to process billing for both your contract lines and any associated fees.

- Set your contract to an active processing status.
- Set the as-incurred billing plan and any associated events to a status of *Ready*.

Before generating invoices for your billing fees, you must first calculate and generate the fees using the billing fee worksheets on the billing plan. Using the fee worksheets, you must evaluate the system calculated, proposed fee amount and either accept the amount or enter a different amount. When you click the **Submit** button on the fee worksheet, the system evaluates the proposed amount against the billing fee limits and fee criteria and determines if the proposed amount can be processed. Once processed, summarized fee rows are generated and posted to the Project Transaction tables in PeopleSoft Project Costing using the fee definition criteria setup for the contract's business unit.

To generate invoices for your fee amounts and your cost-plus contract lines, you must run the Contracts/Billing Interface (CA\_BI\_INTFC) process for rate-based contract lines. The Contracts/Billing Interface process is the first step in the billing process, and includes the following steps:

1. Selects eligible billing and fee rows from the Project Costing Project Transaction (PROJ\_RESOURCE) table for processing and posts the billing data to the Billing Interface (BI\_INTFC) tables.

The system selects billable transaction rows for processing that are associated with an analysis type assigned to the PSWKS analysis group and that are tied to contract lines that are linked to as-incurred billing plans in *Ready* status. For award and incentive fees, the system also selects billable fee rows that are associated with billing fee events with a ready status.

2. After the Contracts/Billing Interface process has been run, you then run the Billing Interface (BIIF001) process to generate real or temporary bills for your contract lines and fees.
3. Depending on how your bill processing is set up for your contracts, the Billing Interface process passes the temporary bills to the billing worksheet for review and approval.
4. After the billing rows are approved on the billing worksheet, the system passes the billing data to PeopleSoft Billing for invoice generation and bill finalization.
5. After the invoices are finalized for your contract lines and fees, you must run the Projects/Contracts Interface (BIPCC000) process to update PeopleSoft Project Costing and PeopleSoft Contracts with the billed data.

The Projects/Contracts Interface process updates the billing plan history page with the finalized bill rows and updates the billing plan event status (for award and incentive fee events) to *Completed*.

6. The last step in performing bill processing for your contract lines and fees is to run the Project Costing/Billing Interface (PC\_BI\_TO\_PC) process to update the PeopleSoft Project Costing

tables with the finalized bill data and update the billing distribution status for the billed rows to *D* (distributed).

## Streamline Processing

PeopleSoft Contracts delivers streamline processing to enable you to generate invoices for your cost-plus contract lines and associated fees using a single process. By performing a few simple setup tasks, you can set up the Contracts/Billing Interface (CA\_BI\_INTFC) process for rate-based billing to perform all of the steps for generating invoices for cost transactions and associated fees and update PeopleSoft Contracts and PeopleSoft Project Costing with the results.

To set up streamline processing for invoice generation for cost-plus contract lines and fees, perform the following steps:

1. Select the **Process Automatically** option on the billing fee worksheets.

By selecting the **Process Automatically** option on the billing fee worksheets, the Contracts/Billing Interface process initiates the fee processor to evaluate the fee amount proposed by the system to determine if it meets the billing fee limit criteria, and submits the fee for processing. The fee is then processed through to PeopleSoft Billing, and finalized fee data updates are sent back to PeopleSoft Contracts and PeopleSoft Project Costing.

2. Select the **Pre Approved** and **Direct Invoice** check boxes on the Billing Plan-General page for the contract lines.

Selecting the Pre Approved check box enables the system to bypass the billing worksheet approval process. Selecting the Direct Invoice check box enables the system to pass the billing data all the way through to billing finalization and updating PeopleSoft Contracts and Projects with the billed data for your contract lines and associated fees.

3. (Optional) Select the **Process Milestones** option on the Process As Incurred Billing page.

If you are using milestone events for your award or incentive fee schedules, then the milestone status must be complete before the billing event can be processed. By selecting this option on the Process As Incurred Billing page, the Contracts/Billing Interface process initiates the Milestone Processing Application Engine process (CA\_MS\_PRCS) to update any eligible milestone statuses to *Complete*.

After you have performed these setup steps, when you run the Contracts/Billing Interface process, the system generates billing fee rows using the proposed fee amounts from the billing fee worksheets, verifies that the proposed fees are within the limits specified and passes the fee data on to PeopleSoft Billing. The system also generates billing rows for all eligible contract line transactions where the billing plans and any corresponding billing fee events are set to *Ready* status. These billing and fee rows are passed to PeopleSoft Billing for invoice generation and finalization and then the billed data is passed back to PeopleSoft Project Costing and PeopleSoft Contracts.

## Related Links

[Understanding the Contracts Billing Process for Government Contracts](#)

“Running the Contracts Billing Interface Process” (PeopleSoft Contracts)

## 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 Billing to create bills for your cost-plus contract lines and fees.

Navigation:

**Customer Contracts > Schedule and Process Billing > Process As Incurred Billing**

See “Running the Contracts Billing Interface Process” (PeopleSoft Contracts).

## Adjusting Billing for Cost-Plus Contract Lines

Throughout the life of the contract, changes may occur that impact billing costs, limit amounts, or fees. To manage billing adjustments, PeopleSoft Contracts uses amendment processing to enable you to keep a historical record of any changes that you make. To manage billing fee adjustments, you must use the billing fee worksheets and the Fee Adjustment page (if adjusting award or incentive fees).

The following table lists some examples of billing adjustments that you might make and the tasks required to complete the changes:

| <b>Billing Adjustment</b>                                                       | <b>Tasks</b>                                                                                                                                                                    | <b>Controlled By Amendment Processing</b>                                                                                 |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Increase or decrease billing fee percentage for fixed or award fee types.       | Enter the fee percentage change on the appropriate Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                            | Yes                                                                                                                       |
| Increase or decrease the billing cost share percentage for incentive fee types. | Enter the fee percentage change on the Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                                        | Yes                                                                                                                       |
| Increase or decrease the funded target fee for incentive fee types.             | Enter the fee percentage change on the Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                                        | Yes                                                                                                                       |
| Increase or decrease the funded maximum or minimum fee for incentive fee types. | Enter the fee percentage change on the Contract Amounts page. The overall fee percentage cannot exceed 100 percent or be less than zero.                                        | Yes                                                                                                                       |
| Reduce the funded fee amounts due to cost adjustments.                          | Use the billing fee worksheet for the contract line and enter a negative billing fee amount. The fee adjustment cannot be greater than the fee amount already invoiced to date. | No<br><br><b>Note:</b> To maintain a historical record of this transaction, use the internal notes page for the contract. |

| <b>Billing Adjustment</b>                                  | <b>Tasks</b>                                                                                           | <b>Controlled By Amendment Processing</b>                                                                                 |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Increase funded fee amounts due to cost adjustments.       | Use the billing fee worksheet for the contract line and enter the billing fee adjustment amount.       | No<br><br><b>Note:</b> To maintain a historical record of this transaction, use the internal notes page for the contract. |
| Modify the funded amount limit or funded fee limit amount. | Enter the new funded amount limit or funded fee limit amount on the appropriate Contract Amounts page. | Yes                                                                                                                       |

See [Billing Plan – Billing Fee Worksheet for Award Fee Page](#).

## Reviewing Revenue and Billing Fees

This section provides an overview of reviewing billing and revenue fees for cost-plus contract lines and discusses how to review revenue fees, review billing fees, and review cost, revenue, and billing transactions in PeopleSoft Project Costing.

### Pages Used to Review Billing and Revenue Fees

| <b>Page Name</b>                                | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                 |
|-------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Review Revenue-As Incurred Page</a> | CA_AP_DTL_ASIN         | Inquire about the details for revenue plans for rate-based contract lines and rate-based contract lines associated with fee types. From this page, you can review the details of the revenue and fees that have been booked, and redistribute that revenue.  |
| <a href="#">Review Billing-As Incurred Page</a> | CA_BI_MGMT_AI_PNL      | Inquire on the status of as-incurred billing plans. From this page, you can view the amounts and fees 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. |
| <a href="#">Cost Review Page</a>                | PC_PM_SUMM_COST        | Review revenue, billing, and cost transaction data for your cost-plus contract lines that is stored in PeopleSoft Project Costing. You can use the Cost Review tab to manually adjust cost transactions in PeopleSoft Project Costing.                       |

## Understanding Reviewing Billing and Revenue Fees

PeopleSoft Contracts enables you to capture billing and revenue information for government contracts and allocate that information across contract lines. After your contracts are active, you may need to review the billing and revenue recognition statuses of your contracts and any associated fees. PeopleSoft Contracts delivers several online inquiry pages to enable you to view billing and revenue plans associated with the contract line, statuses of those plans, financial details of the contract line amounts, fees billed or recognized to date, and so on. Using these online inquiry pages you can view the overall status of the contract at a particular point in time from a high level, or you can drill down into specific contracts, billing plans, or revenue recognition plans to view more detailed information.

### Related Links

[Understanding Revenue and Billing Management for Government Contracts](#)

## Review Revenue-As Incurred Page

See [Reviewing Revenue](#).

## Review Billing-As Incurred Page

See [Reviewing Billing Activity](#).

## Cost Review Page

Throughout the life of the contract situations may occur where transactions need adjusting. You should always adjust transactions in the original feeder systems when possible to ensure that all of your systems remain in sync with one another. All transactions for cost-plus contract lines are stored in the Project Costing Project Transaction tables. To view the cost, billing, and revenue transactions for your cost-plus contract lines, you can use the Managing Transaction Review pages.

---

**Note:** While it is possible to adjust transactions from this page, it is not recommended.

---

See “Manager Transaction Review - Cost Review Page” (PeopleSoft Project Costing).

---

## Creating Amendments

As government contracts containing cost-plus contract lines generally extend over a period of years, throughout that time changes may occur that impact fee percentages, funded amount limits, revenue limits, and so on. After a contract has been activated, many of the contract's components can only be modified using amendment processing. Most of the fields on the Contracts Amounts page are controlled by amendment processing; however, the fields on the fee worksheets are not controlled by amendment processing.

When you make amendment changes to the Contract Amounts page, the fee worksheets should all be updated so that the changes are incorporated in the fee calculations the next time that the fee worksheets are used.

See [Amending Cost-Plus Contract Lines](#).





# Processing the Contracts Billing Interface

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## Understanding the Contracts Billing Process for Government Contracts

This section discusses:

- PeopleSoft Contracts integration with PeopleSoft Billing and PeopleSoft Project Costing for government contracts.
- The Contracts Billing Interface process (CA\_BI\_INTFC).
- Streamlined billing.

## PeopleSoft Contracts Integration with PeopleSoft Billing and PeopleSoft Project Costing for Government Contracts

One of the features of PeopleSoft Contracts is the ability to track and generate invoices for direct costs, indirect costs, and fees. Through its integration with PeopleSoft Project Costing and PeopleSoft Billing, PeopleSoft Contracts enables you to generate invoices for all of your contract lines. For amount-based contract lines, PeopleSoft Contracts sends billing data directly to PeopleSoft Billing. For rate-based contract lines and rate-based contract lines associated with fee types (cost-plus), you can track cost transactions originating in feeder systems such as Payables or Expenses, price those transactions in PeopleSoft Project Costing, calculate direct costs, indirect costs and fees, and pass the billable transaction amounts to PeopleSoft Billing using PeopleSoft Contracts.

To generate invoices for your rate-based contract lines, you must define rates, associate the rates to the contract line, and link projects and activities to the contract line. As cost transactions are processed, the system uses these relationships to determine how the transactions are priced and processed. For both amount-based and rate-based contract lines, you must also define billing plans and assign your contract lines to them. Billing plans are the mechanism by which contract line transactions are selected for billing by the Contracts/Billing Interface process.

When you run the Contracts/Billing Interface process, it selects billing plan lines marked as ready to bill (for amount-based contract lines) and resource rows (for rate-based contract lines) from the PeopleSoft Project Costing Project Transaction tables (PROJ\_RESOURCE) that are marked as billable. These billable rows are sent to the Billing Interface tables (INTFC\_BI) as bill lines for processing through to PeopleSoft Billing. After the invoices are generated, you can update PeopleSoft Contracts and PeopleSoft Project Costing with the billed data, enabling you to keep an accurate accounting of rows actually invoiced to use for withholding, limit processing, fee calculations and progress payments.

### Related Links

“Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing” (PeopleSoft Contracts)

“Understanding Billing in Contracts” (PeopleSoft Contracts)

“Understanding the Contracts Billing Process” (PeopleSoft Contracts)

## The Contracts Billing Interface Process (CA\_BI\_INTFC)

The Contracts/Billing Interface process (CA\_BI\_INTFC) is the mechanism by which bills are sent from PeopleSoft Contracts and PeopleSoft Project Costing to PeopleSoft Billing. These bills can represent costs, indirect costs, fees, withholding and release amounts, progress payment amounts, and amount-based contract line amounts, and so on.

The Contracts/Billing Interface process creates real and temporary bills. Temporary bills are routed to the billing worksheet where they are reviewed by the Billing Administrator, and accepted or cancelled. Temporary bills that are approved are converted into real bills for PeopleSoft Billing to complete bill processing and finalization. Cancelled bills are reset in the PeopleSoft Contracts and Project Costing Project Transaction tables, where they are reviewed and adjusted (if needed) before being selected for processing the next time that the Contracts/Billing process is run.

Before the Contracts/Billing Interface process is run for government contracts to process billable transactions, you must first complete the following steps:

1. Define a government contract and assign active contract lines to the contract.
2. Assign rates, projects, and activities to the contract lines (only required for rate-based contract lines).
3. Define billing, revenue and transaction limits for the contract lines (only required if enforcing limit controls on rate-based contract lines).
4. Define billing and revenue fee limits for the contract lines (only required for rate-based contract lines associated with fee types (cost-plus)). If you don't want the system to apply a limit to the billing and revenue fees for cost-plus contract lines, enter zero for the billing and revenue fee limit amounts.
5. Define withholding and release criteria for the contract lines (only required if enforcing withholding on rate-based contract lines).
6. Set up progress payment criteria for the contract lines (only required if administering progress payments for amount-based contract lines).
7. Define and link each contract line to a billing plan. After the contract is activated, the billing plans and any associated events must be in a ready status to be processed by the Contracts/Billing Interface.

For contract lines associated with prepaid amounts, you must also define billing plans for the prepaid amount. For contract lines associated with progress payments, you must also assign a billing plan to the progress payment worksheet.

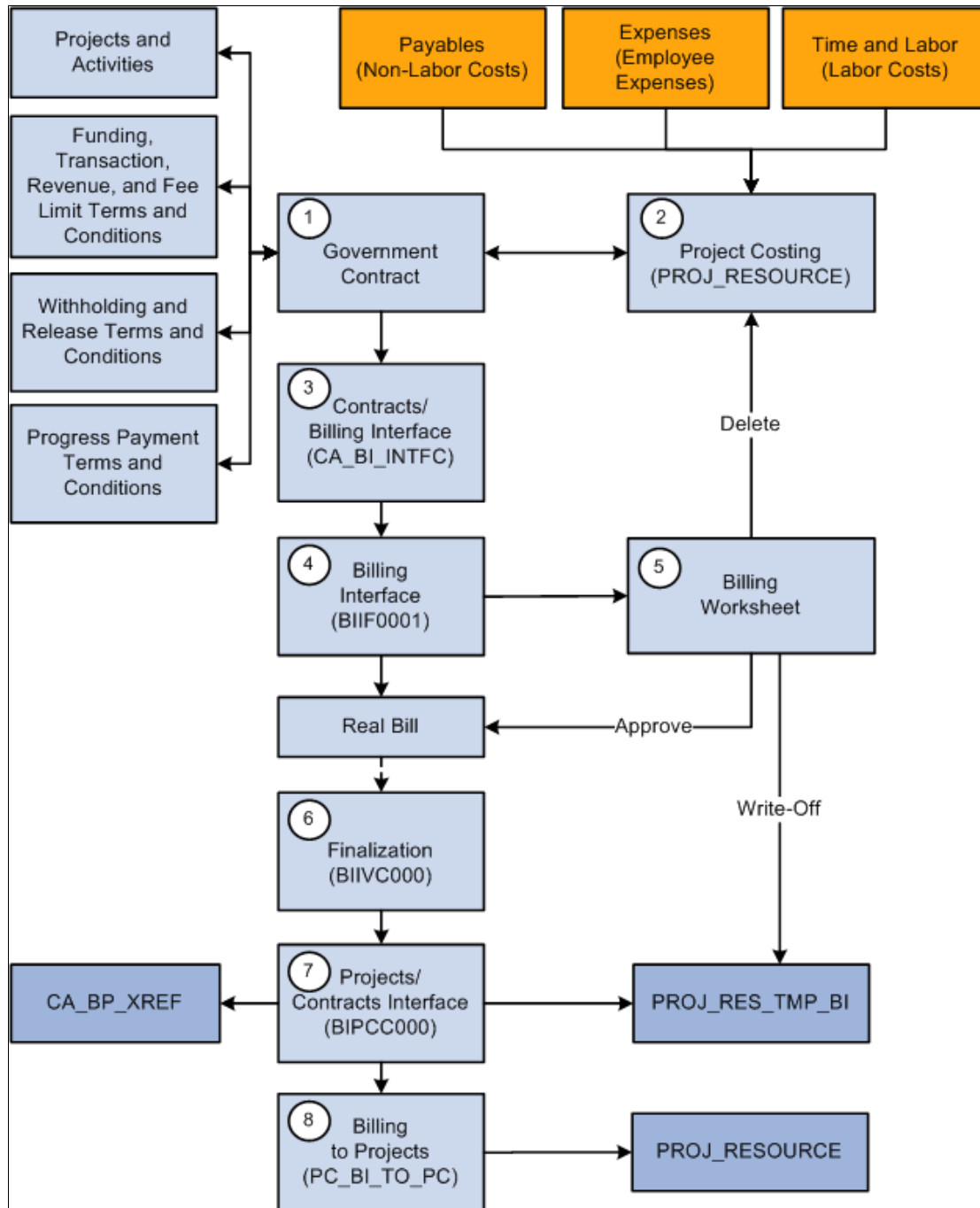
8. For rate-based contract lines, and rate-based contract lines associated with fee types (cost-plus), pricing must be completed against incoming transactions for the contract lines before billing can occur for those transactions.
9. For rate-based contract lines associated with fee types (cost-plus), the billing fee worksheet can optionally be completed to review and accept or override the billing fee. The Contracts to Billing interface runs the Fee engine to calculate all billing fees not previously submitted.

## Contracts Billing Process Flow for Government Contracts

After your contract is defined and set up to include all required parameters for the customer, you can begin processing transactions against the contract and billing the customer.

This process flow diagram depicts the billing process flow for government contracts. The numbered steps correspond to the numbers in the diagram:

This process flow diagram depicts the billing process flow for government contracts.



The PeopleSoft Contracts for Government Contracting bill processing flow includes the following steps:

1. When defining your contract, depending on the terms and conditions identified by your customer, you may need to enter additional terms and conditions for withholding, fee processing, progress payment processing, limits, and project and activity tracking.

After you define your contract and complete all of your set up, including defining and assigning all of your contract lines to billing plans and activating the contract, you can begin billing for your contract cost transactions.

2. Process cost transactions for rate-based contract lines and rate-based contract lines associated with fee types (cost-plus) into PeopleSoft Project Costing.

This process calls the Pricing Engine, which in turn also calls Limit Processing, evaluating and applying any funded, transaction or revenue limits that are defined for the rate-based contract lines.

3. Run the Contracts/Billing Interface process.

This process selects and passes the following data to the Billing Interface:

- Contract lines and cost transaction rows that are assigned to a billing plan (and events if defined) that are in *Ready* status.
- Billing Fee amounts for rate-based contract lines assigned to fee types (cost-plus) processed by the Fee Limit Process, as reviewed and accepted or overridden by the user on the billing fee worksheet page or as calculated by the Fee engine.

---

**Note:** You can optionally review and accept or override the proposed fee amount on the contract line's billing fee worksheet and then submit the fee for processing before the fee amount is included on the contract line's invoice.

When you manually submit the billing fee worksheet for processing, the system calls the Fee Limit Processor and determines if the fee amount is eligible for processing, and then passes the billing fee amount to the Project Costing Project Transaction tables (PROJ\_RESOURCE) where it is selected for processing by the Contracts/Billing Interface.

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- Automatically calls the Withholding process to calculate withholding amounts and generates withholding, withholding release, and withholding write-off rows .
- Progress payment request rows.
- Automatically calls the Progress Payment Liquidation process to evaluate and liquidate any outstanding progress payments.

4. Run the Billing Interface process (BIIF0001) in PeopleSoft Billing.

The Billing Interface process generates real or temporary bills. Temporary bills are passed to the billing worksheet for evaluation and approval or deletion by the Billing Administrator.

5. Approve the billing worksheet.

When you approve a billing worksheet with the billing option of bill, the system creates a real bill with an assigned invoice number and updates PeopleSoft Contracts accordingly. This includes withholding (WTH) and withholding release (WRL) rows. Approved withholding write-off rows (WWO rows where the billing option is write-off) are passed to PeopleSoft Project Costing with a corresponding update to the PeopleSoft Contracts withholding release record. Any rows that are

deleted in the billing worksheet are reset in PeopleSoft Contracts and PeopleSoft Project Costing respectively, to be processed the next time the Contracts/Billing Interface process is run.

6. Run the Finalization process (BIIVC000). Run the Finalization process on the real bill rows created.

The Finalization process performs a variety of tasks, including calculating taxes (on regular bill rows), setting the invoice date, and calculating the due date.

7. Run the Projects/Contracts Interface process (BIPCC000). After you run the Finalization process, you run the Projects/Contracts Interface process.

This process updates PeopleSoft Contracts and PeopleSoft Project Costing with the following data from PeopleSoft Billing:

- Finalized bill information.
- Withholding release data.
- Finalized progress payment request data.
- Progress payment committed amounts and liquidated amounts.
- Billing plan statuses are updated to *Complete*.

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, withholding, withholding release, billing and withholding adjustments, and withholding write-off data.

## Contracts/Billing Interface Process and Withholding

PeopleSoft Contracts enables you to bill for transaction costs that occur against a contract line, and withhold a portion of those costs according to predefined terms and conditions. After defining your withholding and release terms and conditions and activating the contracts, you can run the Contracts/Billing Interface process to generate withholding transactions and process release rows.

When you run the Contracts/Billing Interface process, it automatically calls the Withholding process (CA\_WTH\_CALC) to calculate withholding amounts. Any requested release amounts entered for the contract lines are evaluated and passed to PeopleSoft Billing. The Contracts/Billing Interface process generates three types of withholding rows:

- Withholding transaction rows, which are generated by the Withholding process (CA\_WTH\_CALC) and assigned an analysis type of *WTH*.
- Withholding Release transaction rows, which are entered by the user on the Withholding page and are assigned an analysis type of *WRL*.
- Withholding Write-Off transaction rows, which are entered by the user on the Withholding page and are assigned an analysis type of *WVO*.

All three of these withholding rows are passed to the Billing Interface (BIIF001) for processing. The withholding and withholding release transaction rows, once approved, are stored as real bills in PeopleSoft Billing for invoicing. Withholding release transaction rows that are written off (WVO rows) are passed to the Project Resource Temporary Billing table (PROJ\_RES\_TMP\_BI) in PeopleSoft Project Costing, and are not stored as real bills in PeopleSoft Billing for further billing processing.

After the invoice is finalized, the Projects/Contracts Interface process (BIPCC000) is run to update the Billing Distribution status to *D* (Distributed), populate the Project Costing Temporary tables with data for the withholding, release and any adjustment rows, and updates the release row status in PeopleSoft Contracts to *Complete*. The last step is to run the Retrieve Billing Items process (PC\_BI\_TO\_PC), which moves the data from the Project Costing Temporary tables to the Project Costing transaction table, where it is used the next time that withholding and release transactions are calculated.

See [Generating Billing Invoices](#).

## Contracts/Billing Interface Process And Limit Processing

The Limits process (CA\_LIMITS) applies your defined billing and revenue line and transaction limits to billing and revenue transactions that occur against your contract lines. You can run the limits process manually; as a stand alone process, as part of pricing when pricing or repricing transaction rows, or as part of the pricing process when processing incoming transaction from feeder systems.

When summary limits are enabled for government contracts and the Contracts to Billing Interface (CA\_BI\_INTFC) process runs, BIL rows are taken from the PROJ\_RESOURCE table and written to the INTFC\_BI table as REV line type rows. However, if the amount in excess flag is *Y* in the PROJ\_RESOURCE table, then BIL rows are written to the INTFC\_BI table as BAE line type rows. If the reclaimed from over-the-limit flag is *Y* in the PROJ\_RESOURCE table, then BIL rows are written to the INTFC\_BI table as RAE line type rows.

When summary limits are enabled for Government Contracts, the Contracts to Billing Interface process validates the required fields that are needed to generate a public voucher number (PVN) in Billing. When generating the PVN (public voucher number), the Bill By ID that is selected on the Billing Plan General page must include certain fields to prevent an error during the Contracts Billing Interface process. The required Bill By ID fields vary depending on the PVN Generation Level selected on the Contract - Billing Options page.

For more information about the PVN:

See “Setting Up Bill By Identifiers for External Sources” (PeopleSoft Billing).

See “Defining Contract Billing Options” (PeopleSoft Contracts).

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**Note:** Fee limits are defined on the Contract Amounts page and are applied by the Fee Limit Processor when you submit the proposed fee amounts from the Billing and Revenue Fee Worksheets, when you run the PeopleSoft Contracts to Billing Interface, or when you run the Process As Incurred Revenue processes for rate-based contract lines associated with fee types (cost-plus).

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See [Understanding Limits](#).

## Contracts/Billing Interface Process And Progress Payments

PeopleSoft Contracts enables you to bill the government for progress payment amounts, then liquidate those amounts against regular bills after your contracted items are delivered. To manage this process, you must define billing plans for both your progress payment requests and the contract lines associated with the progress payment amount.

When billing for progress payment amounts, you define your progress payment terms and conditions, create a progress payment worksheet and initiate a progress payment request. Run the Contracts/Billing Interface process to send progress payment requests through to PeopleSoft Billing.

When you are ready to liquidate the progress payment amount, run the Contracts/Billing Interface process to initiate billing for the contract line item. This process triggers the Progress Payment Liquidation process (CA\_PGP\_LIQ) to evaluate the bill line and liquidate any outstanding progress payments against it. The liquidation process performs the following steps:

1. Calculates the amount available for liquidation (progress payment remaining amount less the progress payment committed amount).
2. Determines if the contract lines associated with the billing line are linked to the same set of progress payment terms.
3. Calculates the maximum liquidation amount (available billing amount multiplied by the liquidation rate factor).
4. Liquidates the calculated amount against the regular bill (either the total amount available for liquidation or the maximum calculated liquidation amount; whichever is less).

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**Note:** Progress payment requests update the progress payment amount and the remaining amount only when the progress payment request is finalized. This prevents the progress payment request from being liquidated against another bill that is processed on the same process instance.

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See [Understanding Progress Payment Amounts](#).

## Streamlined Billing

Utilize streamlined billing to reduce the number of steps for invoicing bills, fees, withholding amounts, and progress payments. Streamlined billing enables you to process transactions from PeopleSoft Contracts to PeopleSoft Billing and back to PeopleSoft Contracts with one job, after the necessary streamline billing parameters are defined in your system. To initiate streamline processing, you must select the **Pre-approved** and **Direct Invoicing** check boxes on the Billing Plan – General page.

PeopleSoft Contracts delivers the following additional streamline billing options:

- Select the **Process Milestones** check box on the Process As Incurred Billing or Process Other Billing Methods pages to run the milestone update process prior to running the Contracts/Billing Interface process.
- Select the **Process Automatically** check box on the Billing Fee worksheet page for rate-based contract lines associated with fee types (cost-plus).

By selecting this check box, the system checks the limit for the billing fee, creates the billing fee, and sends the fee to PeopleSoft Billing.

See “Streamlined Billing” (PeopleSoft Contracts).

## Related Links

[Streamlined Billing](#)

## 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 and run the Contracts/Billing Interface process for amount-based billing.

### Pages Used to Run the Contracts Billing Interface Process

| <i>Page Name</i>                          | <i>Definition Name</i> | <i>Usage</i>                                                                                                                                                           |
|-------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Process As Incurred Billing Page</u>   | RUN_CA_BI              | Run this process to load rate-based contract line billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing to create bills |
| <u>Process Other Billing Methods Page</u> | RUN_CA_FF              | Run this process to load fixed-price contract line billing information from PeopleSoft Contracts into PeopleSoft Billing to create bills.                              |

### Common Elements Used in This Section

| <i>Field or Control</i>      | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Name</b>          | Displays the name of the process that this run control page performs. This run control page runs the Contracts/Billing Interface process (CA_BI_INTFC).                                                                                                                                                                                                                                                                                                                         |
| <b>Billing Business Unit</b> | Select a PeopleSoft Billing business unit to run the Contracts Billing Interface process for a specific billing business unit.                                                                                                                                                                                                                                                                                                                                                  |
| <b>Bill To</b>               | Select to filter your processing parameters by the customer receiving the invoice.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Billing Plan</b>          | Select a billing plan ID to run the Contracts Billing Interface process for a specific billing plan.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Billing Method</b>        | Select a billing method for the system to run only the Contracts/Billing Interface process for contract lines associated to ready billing plans assigned the billing method specified. For the Process As Incurred Billing page, <i>As Incurred</i> appears by default in this field and cannot be overridden. For the Process All Other Billing Methods page, select a billing method of <i>Immediate</i> , <i>Milestone</i> , <i>Percent Complete</i> or <i>Value Based</i> . |



| <b>Field or Control</b>                             | <b>Description</b>                                                                                                                                                                                                                                                      |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Specialist</b>                           | Select a billing specialist to run the Contracts/Billing Interface process for a specific billing specialist.                                                                                                                                                           |
| <b>Billing Cycle Identifier or Billing Cycle ID</b> | Select to filter your processing parameters by the billing cycle ID.                                                                                                                                                                                                    |
| <b>Event Date</b>                                   | Enter a date to run this process for billing plan events that occur on or before the specified date.                                                                                                                                                                    |
| <b>Invoice Date</b>                                 | Displays the date that the run control page is opened and processed. The current date appears by default and can be modified. This is the date that prints on the invoice if the invoice date is not updated by the invoice finalization process in PeopleSoft Billing. |
| <b>Process Milestones</b>                           | 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 As Incurred Billing Page

Use the Process As Incurred Billing page (RUN\_CA\_BI) to .

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 (1 of 2). You can find definitions for the fields and controls later on this page.

**Process As Incurred Billing**

Run Control ID 1   Report Manager   Process Monitor  

Program Name    Process Frequency

**Process Billing Details**   Find | View All   First 1 of 1 Last

Request Number 1

**Contract Options**

Business Unit

Contract Type

Contract Class

Sold To

Contract

Cost Plus Fee Type

**Project Options**

\*BU/Proj/Act Option

Project Type

PC Business Unit

Project Manager

Project

Activity

This example illustrates the fields and controls on the Process As Incurred Billing page (2 of 2). You can find definitions for the fields and controls later on this page.

**Billing Options**

Billing Business Unit

Bill To

Billing Plan

Billing Method

Billing Specialist

Billing Cycle ID

Cycle From Date

Cycle To Date

Billing Authority

Letter of Credit ID

\*Date Option

From Date

Through Date

Event Date

Invoice Date

Bill Thru Date

☐ Ignore Tolerance Amount

**Streamline Processing Options**

☐ Process Milestones

## Process Billing Details

Use the request number to set up multiple sets of filtering criteria to run the Contracts/Billing Interface process for a specific set of contract line, such as rate-based contract lines associated with a specific fee type (cost-plus).

## Contract Options

Use the fields in this group box to limit the billing data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, contract classification, sold to customer, contract number, or cost-plus fee type. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

**Note:** Entering field values to filter the run control criteria does not limit the prompt values that appear in other fields on the As-Incurred Billing run control page. The Contracts/Billing Interface process uses the combination of filter criteria that you defined to limit the transactions that are selected for processing.

| <b>Field or Control</b>   | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cost Plus Fee Type</b> | <p>Select a fee type to run the Contracts/Billing Interface process for rate-based contract lines associated with a particular fee type. If a fee type is selected, the project and activity fields cannot be used to further restrict the contract lines selected for billing. The lowest level of criteria that can be selected is <b>Contract</b> or <b>Billing Plan</b>. You can select from the following fee values:</p> <ul style="list-style-type: none"> <li>• <i>Award Fee</i>: Select to process only rate-based contract lines associated with a fee type of <i>Award</i>.</li> <li>• <i>Fixed Fee</i>: Select to process only rate-based contract lines associated with a fee type of <i>Fixed</i>.</li> <li>• <i>Incentive Fee</i>: Select to process only rate-based contract lines associated with a fee type of <i>Incentive</i>.</li> <li>• <i>None</i>: Select to process only rate-based contract lines associated with a fee type of <i>None</i>. This processes time and material rate-based contract lines (not cost-plus).</li> <li>• <i>Other</i>: Select to process only rate-based contract lines associated with a fee type of <i>Other</i>.</li> </ul> <p>Use the request number sequencing option to select more than one fee type on the run control page. Leave the field blank to run the Contracts/Billing Interface process for all fee types.</p> |

## 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 PeopleSoft Project Costing options to filter processing criteria: **PC Business Unit**, **Project**, **Activity ID**, **Project Type**, and **Project Manager**.

| <b>Field or Control</b>                                           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BU/Proj/Act Option</b> (business unit/project/activity option) | <p>Select a value to filter the information that is pulled from PeopleSoft Project Costing. Values include:</p> <ul style="list-style-type: none"> <li>• <i>All</i>: Run this process for all available PeopleSoft Project Costing business units, projects, and activities.</li> <li>• <i>Business Unit</i>: Filter the PeopleSoft Project Costing source data by adding values to the <b>PC Business Unit</b> field. You may further filter the data by adding values to the <b>Project Type</b> and <b>Project Manager</b> fields.</li> <li>• <i>Business Unit/Project</i>: Filter the PeopleSoft Project Costing source data by adding values to these fields: <b>PC Business Unit</b> and <b>Project</b></li> </ul> <hr/> <p><b>Note:</b> It is recommended that you leave the <b>Project Type</b> and <b>Project Manager</b> fields blank when selecting this value as the system may return inconsistent results if these fields are populated with values that do not match the project indicated.</p> <hr/> <ul style="list-style-type: none"> <li>• <i>Business Unit/Project/Activity</i>: Filter the PeopleSoft Project Costing source data by adding values to these fields: <b>PC Business Unit</b>, <b>Project ID</b>, and <b>Activity</b>.</li> </ul> <hr/> <p><b>Note:</b> It is recommended that you leave the <b>Project Type</b> and <b>Project Manager</b> fields blank when selecting this value as the system may return inconsistent results if these fields are populated with values that do not match the project and activity indicated.</p> <hr/> |

## Billing Options

Use these fields 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.

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cycle From Date</b>     | <p>Enter the cycle from date. The date that you enter in this field appears by default in the <b>From Date</b> field. You can override the from date.</p> <p>For government contracts, the <b>Cycle From Date</b> maps to the period of performance from date, which is sent to PeopleSoft Billing and printed on the invoice.</p> <hr/> <p><b>Note:</b> This is a required field when the <b>Enable Summary Limits</b> option is selected on the Installation Options - Contracts page and you want to generate public voucher numbers.</p> <hr/> |
| <b>Cycle To Date</b>       | <p>Enter the cycle to date. The date that you enter in this field appears by default in the <b>Through Date</b> field. You can override the through date.</p> <p>For government contracts, the <b>Cycle To Date</b> maps to the period of performance to date, which is sent to PeopleSoft Billing and printed on the invoice.</p> <hr/> <p><b>Note:</b> This is a required field when the <b>Enable Summary Limits</b> option is selected on the Installation Options - Contracts page and you want to generate public voucher numbers.</p> <hr/> |
| <b>Billing Authority</b>   | <p>Person responsible for the overall approval of the billing plan. Select a billing authority to run this process for a specific billing authority. This field only applies to PeopleSoft Grants users and is not applicable to government contracts.</p>                                                                                                                                                                                                                                                                                         |
| <b>Letter of Credit ID</b> | <p>Select a letter of credit reference number to run this process for a specific letter of credit. This field only applies to PeopleSoft Grants users and is not applicable to government contracts.</p>                                                                                                                                                                                                                                                                                                                                           |

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date Option</b>             | <p>Select a date option to narrow this process to billing activity within a certain time frame. Values include:</p> <ul style="list-style-type: none"> <li>• <i>Acct Dt:</i>(accounting date) Run this process for billing activity that occurs within an accounting (general ledger period) date. You must enter values in the <b>From Date</b> and <b>Through Date</b> fields.</li> <li>• <i>Trans Dt:</i> (transaction date) Run this process for billing activity that has occurred within a transaction (system date) date. You must enter values in the <b>From Date</b> and <b>Through Date</b> fields.</li> <li>• <i>All:</i> Run this process for all available billing activity. If you select this option, you do not need to enter a value in the <b>Through Date</b> field.</li> </ul> |
| <b>From Date</b>               | Displays the first date on which the process identifies available billing activity. The system uses this field for accounting and transactional date purposes only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Through Date</b>            | Displays the last date on which the process identifies available billing activity. The cycle through date must be equal or greater than the cycle from date. The value that you enter in the <b>Cycle To Date</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Ignore Tolerance Amount</b> | Select this check box to allow project rows to process through to PeopleSoft Billing even if the minimum bill amount set on the as-incurred billing plan has not been reached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Streamline Processing Options

| <b>Field or Control</b>   | <b>Description</b>                                                                                                                                                                                                                                                                                                            |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process Milestones</b> | Select this check box to set up the system to automatically run the Process Milestones process. Use this option in conjunction with the <b>Process Automatically</b> check box on the billing fee worksheet to check the limit for the billing fee, create the billing fee, and send the costs and fee to PeopleSoft Billing. |

## Process Other Billing Methods Page

Use the Process Other Billing Methods page (RUN\_CA\_FF) to run this process to load fixed-price contract line billing information from PeopleSoft Contracts into PeopleSoft Billing to create bills.

Navigation:

**Customer Contracts > Schedule and Process Billing > Process Other Billing Methods**

This example illustrates the fields and controls on the Process Other Billing Methods page (1 of 2). You can find definitions for the fields and controls later on this page.

**Process Other Billing Methods**

Run Control ID 1   Report Manager   Process Monitor   **Run**

Program Name CA\_BI\_INTFC   Process Frequency Always

Process Billing Details   Find | View All   First 1 of 1 Last

Request Number 1

**Contract Options**

Business Unit   Contract Type   Contract Class   Sold To   Contract

This example illustrates the fields and controls on the Process Other Billing Methods page (2 of 2). You can find definitions for the fields and controls later on this page.

**Billing Options**

Billing Business Unit   Bill To   Billing Plan   Billing Method   Billing Specialist   Billing Cycle Identifier   Event Date 02/05/2013   Invoice Date 02/05/2013

**Streamline Processing Options**

☐ Process Milestones   ☐ Process Project Progress

## 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:** Entering field values to filter the run control criteria does not limit the prompt values that appear in other fields on the Process Other Billing Methods run control page. The Contracts/Billing Interface process uses the combination of filter criteria that you defined to limit the transactions that are selected for processing.

---

## 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

| <i><b>Field or Control</b></i>  | <i><b>Description</b></i>                                                                                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process Milestones</b>       | Select this check box to set up the system to automatically run the Process Milestones process prior to running the Contracts/Billing Interface process.                                                          |
| <b>Process Project Progress</b> | 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. This option does not apply to PeopleSoft Contracts. |



## Chapter 14

# Managing Revenue and Billing for Government Contracts

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## Understanding Revenue and Billing Management for Government Contracts

This section lists prerequisites and discusses:

- Revenue and billing management.
- Revenue redistribution.

### Prerequisites

Before you can manage revenue and billing data for government contracts, you must first define your contract with a contract classification of *Government*, add contract lines to the contract, define billing and revenue plans and associate contract lines to them, activate the contract, set billing and revenue plans to *Ready* status, and process billing and revenue for the contract.

### Revenue and Billing Management

Managing revenue and billing for government contracts is similar to that used for standard contracts. See “Understanding Revenue Management” (PeopleSoft Contracts). PeopleSoft Contracts enables you to capture billing and revenue information for your government contracts and allocate that information across contract lines. This includes defining accounting distribution data for your contract lines for billing and revenue processing purposes, assigning the contract lines to billing and revenue recognition plans, managing when the conditions for generating invoices and revenue accounting entries have been met, and generating invoices and revenue journal entries for your contract lines for direct and indirect costs, fees, progress payments, and so on.

Managing billing and revenue for your contract lines consists of monitoring and updating billing and revenue plan statuses, event statuses where applicable, processing invoices and journal entries, and making any necessary adjustments to billing and revenue that has been processed.

#### Related Links

“Understanding Revenue Management” (PeopleSoft Contracts)

“Understanding Billing Management” (PeopleSoft Contracts)

### Revenue Redistribution

You can initiate redistribution of revenue accounting associated with rate-based contract lines and rate-based contract lines associated with fee types (cost-plus) 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.

The Redistribute Revenue page displays the processed revenue rows for the contract line revenue plan selected from the search dialog box. To redistribute recognized revenue, select the revenue rows for redistribution, enter the redistribution criteria, and run the redistribution process. The redistribution process reverses the revenue entry from the original accounts and creates a new entry using the new accounts that you specify.

See “Redistribute As Incurred Page” (PeopleSoft Contracts).

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## Reviewing Revenue

This section provides an overview of reviewing revenue, lists common elements and discusses how to review As-Incurred revenue plans and inquire on rate-based accounting journal entries.

### Pages Used to Review Revenue

| <b>Page Name</b>                                 | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Review Revenue - As Incurred Page</u>         | CA_AP_DTL_ASIN         | Inquire on the details for revenue plans with an as-incurred revenue recognition method. From this page, you can review the details of booked revenue and redistribute that revenue.                                                                                                                                            |
| <u>As Incurred Journal Accounting Lines Page</u> | CA_ACCT_RATE_JRNL      | Inquire on the accounting entries for rate-based contract lines and rate-based contract lines associated with fee types (cost-plus), after you run the rate-based revenue process (Accounting Rules Engine) and your accounting entries are processed by the Journal Generator Update process and posted to the general ledger. |

### Understanding Reviewing Revenue

PeopleSoft Contracts provides a number of online inquiry pages that enable you to effectively manage revenue recognition for all of your contracts. Using these pages you can view and manage the revenue plans, events, and projects assigned to your contract lines from a high level, or you can drill down into a more detailed view using links and additional inquiry pages to adjust or update a specific revenue recognition plan.

PeopleSoft Contracts provides the following revenue inquiry options:

- Review Revenue-Plans page.

Use this page to view the revenue plans assigned to your contract lines, view processed and pending revenue amounts for each revenue plan, or redistribute revenue for a selected revenue plan.

- Review Revenue-Events page.

Use this page to view the specific events defined for your revenue plans and place specific events on hold.

- Review Revenue-As Incurred page.

Use this page to view the details of booked revenue and redistribute that revenue.

- Contract Reversal page.

Use this page to reverse revenue and billing for an entire contract.

## Related Links

“Reviewing Revenue” (PeopleSoft Contracts)

## Common Elements Used in This Section

| <b>Field or Control</b>                                            | <b>Description</b>                                                                                                                                                                                                                 |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract</b>                                                    | Enter the contract number to filter your search results to display only as-incurred revenue plans associated with the contract selected.                                                                                           |
| <b>Contract Classification</b>                                     | Select to filter the search results by the contract classification assigned to the contract. To search for billing plans that are only attached to government contracts, select the contract classification of <i>Government</i> . |
| <b>Fee Type</b>                                                    | Select to filter the search results by the fee type assigned to the rate-based contract lines on a contract. Values include <i>None</i> , <i>Fixed Fee</i> , <i>Award Fee</i> , <i>Incentive Fee</i> and <i>Other Fee</i> .        |
| <b>GL Business Unit</b> (PeopleSoft General Ledger business unit)  | Select to filter the search results by the general ledger business unit associated with the Contract business unit assigned to your contracts.                                                                                     |
| <b>PC Business Unit</b> (PeopleSoft Project Costing business unit) | Select to filter the search results by the PeopleSoft Project Costing business unit assigned to the rate-based contract lines on your contracts.                                                                                   |
| <b>Revenue Plan</b>                                                | Select to filter the search results by a specific revenue plan identifier for a contract. To use this field you must first select a contract identifier.                                                                           |

## Review Revenue - As Incurred Page

Use the Review Revenue-As Incurred page (CA\_AP\_DTL\_ASIN) to inquire on the details for revenue plans with an as-incurred revenue recognition method.

From this page, you can review the details of booked revenue and redistribute that revenue.

Navigation:

- **Customer Contracts > Review Revenue > As Incurred > Review Revenue-As Incurred**
- Click the **Method** link for a specific as-incurred 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.

Review Revenue - As Incurred

Search Criteria

GL Business Unit

Contract

PC Business Unit

Contract Classification

Revenue Plan

Fee Type

☒ None  
☒ Fixed Fee  
☒ Award Fee  
☒ Incentive Fee  
☒ Other Fee

Search

Clear

Detail

Personalize | Find | |

First 1-10 of 10 Last

General

Contracts

PC

| Contract        | Select                   | PC Business Unit | Project        | Activity     | Transaction ID | Accounting Date | Discount ID | Amount     | Currency |
|-----------------|--------------------------|------------------|----------------|--------------|----------------|-----------------|-------------|------------|----------|
| CON000000000029 | <input type="checkbox"/> | US001            | ERP_UPGRADE    | FIT_GAP      | 10002612       | 09/18/2009      |             | -15,000.00 | USD      |
| CWB2            | <input type="checkbox"/> | EGV05            | 00000000000179 | BUD          | 10002840       | 02/24/2012      |             | -2,000.00  | USD      |
| CWB2            | <input type="checkbox"/> | EGV05            | 00000000000180 | BUD          | 10002841       | 02/24/2012      |             | -3,000.00  | USD      |
| GACAPC1         | <input type="checkbox"/> | EGV05            | CWBPC1         | BUD          | 10002835       | 02/20/2012      |             | -1,000.00  | USD      |
| ROADS01         | <input type="checkbox"/> | EGV01            | C_BRIDGE       | DESIGN       | 10002345       | 01/01/2009      |             | -20,000.00 | USD      |
| ROADS01         | <input type="checkbox"/> | EGV01            | C_BRIDGE       | DESIGN       | 10002346       | 01/01/2009      |             | -8,000.00  | USD      |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | US001            | CORP_INTRANET  | CUST_SERVICE | 10002619       | 09/24/2009      |             | -1,500.00  | USD      |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | US001            | CORP_INTRANET  | CUST_SERVICE | 10002620       | 09/24/2009      |             | -2,500.00  | USD      |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | US001            | CORP_INTRANET  | CUST_SERVICE | 10002623       | 09/24/2009      |             | -1,000.00  | USD      |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | US001            | CORP_INTRANET  | CUST_SERVICE | 10002624       | 09/24/2009      |             | -500.00    | USD      |

### 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 of the fields blank, the search returns all as-incurred 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 enter. Search results appear in the **Details** scroll area. Amounts appear in the contract currency.

### Details: General Tab

| Field or Control | Description                                                                                              |
|------------------|----------------------------------------------------------------------------------------------------------|
| Select           | Select this check box to redistribute the rate-based contract line revenue booked for a transaction row. |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                           |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PC Business Unit</b> | Displays the PeopleSoft Project Costing business unit associated with the contract line.                                                                                                                                                                     |
| <b>Project</b>          | Displays the project identifier associated with the revenue processed for the contract line.                                                                                                                                                                 |
| <b>Activity</b>         | Displays the activity identifier associated with the revenue processed for the contract line. 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. |
| <b>Transaction ID</b>   | Displays the transaction identifier associated with the revenue processed for the contract line.                                                                                                                                                             |
| <b>Accounting Date</b>  | Displays the accounting date, which reflects the accounting period in which entries were booked for the contract line.                                                                                                                                       |
| <b>Amount</b>           | Displays the amount of revenue recognized for this row.                                                                                                                                                                                                      |
| <b>Redistribute</b>     | Click this button to redistribute the revenue for the rows that you selected on the General tab of the <b>Detail</b> scroll area.                                                                                                                            |

### Review Revenue – As Incurred: Contract Tab

Select the Review Revenue – As Incurred: Contract tab (Customer Contracts, Review Revenue, As Incurred, Review Revenue-As Incurred. Select the Contract tab).

This example illustrates the fields and controls on the Review Revenue – As Incurred: Contract tab. You can find definitions for the fields and controls later on this page.

**Review Revenue - As Incurred**

**Search Criteria**

GL Business Unit  Contract

PC Business Unit  Contract Classification

Revenue Plan

**Fee Type**

☒ None  
☒ Fixed Fee  
☒ Award Fee  
☒ Incentive Fee  
☒ Other Fee

**Detail** Personalize | Find | First 1-10 of 10 Last

**General** **Contracts**

| Contract        | Select                   | Revenue Plan | Contract Line Num | Distribution Type | PostSeq# | Reversing Entry | Fee Type  |
|-----------------|--------------------------|--------------|-------------------|-------------------|----------|-----------------|-----------|
| CON000000000029 | <input type="checkbox"/> | R103         |                   | 3 Revenue         |          |                 | None      |
| CWB2            | <input type="checkbox"/> | R101         |                   | 1 Revenue         |          |                 | None      |
| CWB2            | <input type="checkbox"/> | R101         |                   | 1 Revenue         |          |                 | None      |
| GACAPC1         | <input type="checkbox"/> | R101         |                   | 1 Revenue         |          |                 | None      |
| ROADS01         | <input type="checkbox"/> | R101         |                   | 1 Revenue         |          |                 | None      |
| ROADS01         | <input type="checkbox"/> | R101         |                   | 1 Revenue         |          |                 | None      |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | R102         |                   | 2 Revenue         |          |                 | Fixed Fee |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | R102         |                   | 2 Revenue         |          |                 | Fixed Fee |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | R102         |                   | 2 Revenue         |          |                 | Fixed Fee |
| SYSTEM_UPGRADE  | <input type="checkbox"/> | R102         |                   | 2 Revenue         |          |                 | Fixed Fee |

| Field or Control                                | Description                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Line Num</b> (contract line number) | Displays the contract line associated with the revenue plan for this project and activity ID combination. Each project is linked to a contract line, and each contract line is assigned to a revenue plan.                                                                                                           |
| <b>Distribution Type</b>                        | Displays the distribution type associated with the accounting entry. Each accounting entry is distinguished by distribution type. Examples include revenue and Contract Asset.                                                                                                                                       |
| <b>PostSeq#</b> (posting sequence number)       | Displays the posting sequence number associated with the accounting entry. 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. |
| <b>Reversing Entry</b>                          | Indicates if this entry was redistributed.                                                                                                                                                                                                                                                                           |

## As Incurred Journal Accounting Lines Page

Use the As Incurred Accounting Lines page (CA\_ACCT\_RATE\_JRNL) to inquire on the accounting entries for rate-based contract lines and rate-based contract lines associated with fee types (cost-plus),

after you run the rate-based revenue process (Accounting Rules Engine) and your accounting entries are processed by the Journal Generator Update process and posted to the general ledger.

Navigation:

**Customer Contracts > Review Revenue > As Incurred Jrnl Acctg Lines > As Incurred Accounting Lines**

This example illustrates the fields and controls on the As Incurred Journal Accounting Lines page. You can find definitions for the fields and controls later on this page.

**As Incurred Journal Accounting Lines**

Journal ID

Business Unit US001      Journal CAPC000166      Date 09/18/2009      GL Journal

Ledger LOCAL      Line 1      Line Descr CA Projects

Chartfields

Personalize | Find | View All | 1 of 1 | Last

| Account | Oper Unit | Fund | Dept | Program | Class | Bud Ref | Product | PC Bus Unit | Project     | Activity | Analysis Type | Source Type | Cate |
|---------|-----------|------|------|---------|-------|---------|---------|-------------|-------------|----------|---------------|-------------|------|
| 403002  |           |      |      |         |       |         |         | US001       | ERP_UPGRADE | FIT_GAP  |               |             |      |

Base Currency USD      Base Amount DR 0.00      Base Amount CR 15,000.00

Currency USD      Transaction Amount DR 0.00      Transaction Amount CR 15,000.00

Statistics Code      Statistic Amount

Line Details

Personalize | Find | View All | 1 of 1 | Last

| Journal ID | Journal Date | Project     | Activity | Source Type | Category | Subcategory | Transaction ID | Amount    | Cu |
|------------|--------------|-------------|----------|-------------|----------|-------------|----------------|-----------|----|
| CAPC000166 | 09/18/2009   | ERP_UPGRADE | FIT_GAP  |             |          |             | 10002612       | -15000.00 | US |

To view the data on this page, the contract accounting entries for your rate-based contract lines must be successfully posted to the general ledger by the Journal Generator process.

| Field or Control      | Description                                                                                                                                             |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GL Journal</b>     | Click to access the journal for this accounting line.                                                                                                   |
| <b>Journal ID</b>     | Displays the PeopleSoft General Ledger journal identifier assigned by the Journal Generator process when booking the revenue row to the general ledger. |
| <b>Journal Date</b>   | Displays the date that the journal entry was booked to the general ledger.                                                                              |
| <b>Project</b>        | Displays the project identifier associated with the revenue row booked to the general ledger.                                                           |
| <b>Activity</b>       | Displays the activity identifier associated with the revenue row booked to the general ledger.                                                          |
| <b>Transaction ID</b> | Displays the transaction identifier associated with the revenue row generated for the contract line.                                                    |

| <b>Field or Control</b>                | <b>Description</b>                                                                                                                                                                                                                                                                                                |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount</b>                          | Displays the amount of revenue recognized for this journal entry.                                                                                                                                                                                                                                                 |
| <b>Fiscal Year</b>                     | Displays the fiscal year associated with a revenue budget.                                                                                                                                                                                                                                                        |
| <b>Distribution Status</b>             | Displays the distribution status for the journal entry.                                                                                                                                                                                                                                                           |
| <b>Account</b>                         | Displays the account code of the account assigned to the journal entry. Account codes classify the nature of a transaction.                                                                                                                                                                                       |
| <b>Alt Account</b> (Alternate Account) | Displays the alternate account assigned to the journal entry. Alternate accounts classify the nature of a transaction for regulatory authorities and are used for statutory accounting.                                                                                                                           |
| <b>Oper Unit</b> (Operating Unit)      | Displays the operating unit assigned to the journal entry. Use operating units to indicate a location.                                                                                                                                                                                                            |
| <b>Fund</b>                            | Displays the fund code assigned to the journal entry. Fund codes are the primary structural units of Education and Government accounting.                                                                                                                                                                         |
| <b>Dept</b> (Department)               | Displays the department ChartField code assigned to the journal entry. Departments are used to track information according to a divisional breakdown of your organization. Use department ChartFields to indicate who is responsible for or affected by a transaction.                                            |
| <b>Program</b>                         | Displays the program ChartField code assigned to the journal entry. Program codes track revenue and expenditures for programs within or across your organizations. Use program ChartFields to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs. |
| <b>Class</b>                           | Displays the class ChartField code assigned to the journal entry. Use class ChartFields to identify specific appropriations.                                                                                                                                                                                      |
| <b>Bud Ref</b> (Budget Reference)      | Displays the budget reference ChartField code associated to the journal entry. Use budget references to identify unique budgets when individual budgets share budget keys and overlapping budget periods.                                                                                                         |
| <b>Product</b>                         | Displays the product ChartField code associated to the journal entry. The product ChartField captures additional information useful for profitability and cash flow analysis by product sold or manufactured.                                                                                                     |



| <b>Field or Control</b>                           | <b>Description</b>                                                                                                                                                                                   |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Affiliate</b>                                  | Displays the affiliate ChartField code associated with the journal entry. Use affiliate codes to map transactions between business units when using a single interunit account.                      |
| <b>Fund Affil</b> (Fund Affiliate)                | Displays the fund affiliate ChartField code associated with the journal entry. Use fund affiliate codes to correlate transactions between funds when using a single intraunit account.               |
| <b>Oper Unit Affil</b> (Operating Unit Affiliate) | Displays the operating unit affiliate code associated with the journal entry. Use operating unit affiliates to correlate transactions between operating units when using a single intraunit account. |

## Related Links

“As Incurred Accounting Lines Page” (PeopleSoft Contracts)

## Review Product Sales Page

Use the Review Product Sales page (CA\_RVW\_PRD\_SLS\_PNL) to review the pricing details of products.

This page can be accessed via the Related Actions menu for each contract line. For amount, rate, and recurring contract lines the Current Revenue Price Per Unit displayed in the search result is the price calculated by the Enterprise Pricer or Order Management as per the pricing rules for the transaction code *RP*. For percent based lines as there is no Unit of Measure since their price is based on other contract lines, the Current Revenue Price Per Unit will be same as the Unit Revenue price.

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.

The review of product sales for government contracts is the same as that used for standard contracts. See “Review Product Sales Page” (PeopleSoft Contracts) and “Load Current Revenue Price Page” (PeopleSoft Contracts).

## Reviewing Billing Activity

This section provides an overview of reviewing billing activity, lists prerequisites and common elements, and discusses how to review billing plans and review statuses for As-Incurred billing plans.

### Pages Used to Review Billing Activity

| <b>Page Name</b>                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                         |
|------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Review Billing - Plans Page</u>       | 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 Contracts system. Update plan status to <i>Pending</i> or <i>Ready</i> . Reverse billing for <i>Milestone</i> and <i>Immediate</i> billing plans. |
| <u>Review Billing-Events Page</u>        | CA_BI_MGMT_EVENTS      | View amounts by billing 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.  |
| <u>Review Billing - As Incurred Page</u> | 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.                  |

### Understanding Reviewing Billing Activity

PeopleSoft Contracts provides a number of online inquiry pages to enable you to effectively manage your billing activity for your contract lines. From the billing management pages, you can review multiple contract billing plans together, navigate to individual billing plans to update information that controls contracts billing activity, view historical data for an individual billing plan, and reverse billing activity.

PeopleSoft Contracts provides the following billing inquiry options:

- Review Billing-Plans page.

Use this page to view the billing plans assigned to your contract lines, view processed and pending billing amounts for each billing plan, update the plan status for one or more billing plans, reverse a billing plan for the contract, or navigate to the Billing Plans-History page to view billing transaction history for the billing plan.

- Review Billing-Events page.

Use this page to view the details associated with specific events defined for your billing plans, place specific events on hold, update the event status for one or more billing plan event, or reverse an event.

- Review Billing - As Incurred page.

Use this page to view the details of billed amounts, billing amounts pending for as-incurred billing plans or navigate to the Billing Plans-History page to view billing transaction history for the billing plan. You can also use this page to place as-incurred billing plans on hold.

- Contract Reversal page.

Use this page to reverse billing for an entire contract. If you reverse an entire contract, only those contract lines associated with billing plans containing the billing plan methods of *Milestone*, *Percent Complete*, *Immediate* and *Value-based* are reversed on the contract.

## Related Links

“Reviewing and Reversing Billing Activity” (PeopleSoft Contracts)

## Prerequisites

Before you can manage billing plans for your government contracts, you must first define a contract with a contract classification of *Government*, add contract lines, define billing plans and assign contract lines to them, activate the contract, and set the billing plans to *Ready* status.

## Common Elements Used in this Section

| <i>Field or Control</i>             | <i>Description</i>                                                                                                                                                                                                                                                                                         |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Billing Business Unit</b>        | Select to filter the search results by the PeopleSoft Billing Business Unit associated with the contract.                                                                                                                                                                                                  |
| <b>Billing Plan</b> or Bill Plan ID | Select to filter the search results by the billing plan identifier associated with the contract line. Each contract can contain multiple billing plans, and multiple contract lines may be assigned to one billing plan. You must first select a contract number before you can search by billing plan ID. |
| <b>Billing Plan Status</b>          | Select a billing plan status to search for billing plans with a specific billing plan status.                                                                                                                                                                                                              |
| <b>Bill To Customer</b>             | Select to filter the search results using a specific Bill To Customer associated with the contract. The Bill To Customer is the customer receiving the invoice.                                                                                                                                            |
| <b>Business Unit</b>                | Select to filter the search results by the PeopleSoft Contracts business unit assigned to the contract.                                                                                                                                                                                                    |

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Classification</b> | Select to filter the search results by the contract classification assigned to the contract. To search for billing plans that are only attached to government contracts, select the contract classification of <i>Government</i> .                                                                                                                                          |
| <b>Customer</b>                | Displays the customer ID for the customer associated with the contract.                                                                                                                                                                                                                                                                                                     |
| <b>Detail</b>                  | Click this link to view pending and billed amounts, event statuses, or projects associated with contract billing plans.                                                                                                                                                                                                                                                     |
| <b>Fee Type</b>                | Select to filter the search results by the fee type assigned to the rate-based contract lines on a contract. Values include <i>None</i> , <i>Fixed Fee</i> , <i>Award Fee</i> , <i>Incentive Fee</i> and <i>Other Fee</i> .                                                                                                                                                 |
| <b>History</b>                 | Click this link to access and view the contracts billing history details for the billing plan.                                                                                                                                                                                                                                                                              |
| <b>Hold</b>                    | Select to search for all billing plans or events that are placed on hold.                                                                                                                                                                                                                                                                                                   |
| <b>Hold Date</b>               | <p>Displays the current system date when a billing plan or event has been placed on hold.</p> <p>You can place a billing plan on hold after the billing plan is in a status greater than <i>Ready</i>. The system automatically places a billing plan on hold when you initiate a reversal for amount-based contract lines or when amendment processing affects events.</p> |
| <b>Project</b>                 | Select to filter the search results by a project assigned to the contract lines.                                                                                                                                                                                                                                                                                            |

## 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 Contracts system.

Update plan status to Pending or Ready. Reverse billing for Milestone and Immediate billing plans.

Navigation:

**Customer Contracts > Review Billing > Plans > 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.

**Review Billing - Plans**

**Search Criteria**

\*Business Unit  Contract

Billing Plan ID  Contract Classification

Billing Business Unit  Billing Plan Status

☐ Hold Bill To Customer

**Method**

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

**Fee Type**

☒ None ☒ Fixed Fee ☒ Award Fee ☒ Incentive Fee ☒ Other Fee

**Billing** Personalize | Find | View All | First | 1-25 of 59 | Last

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

| Business Unit                  | Contract         | Bill Plan ID | Plan Description              | Billing Method | Status      | Hold                     | Hold Date | Billing Business Unit | Customer | Detail                 | History                 |
|--------------------------------|------------------|--------------|-------------------------------|----------------|-------------|--------------------------|-----------|-----------------------|----------|------------------------|-------------------------|
| <input type="checkbox"/> US001 | CON0000000000029 | B103         |                               | As Incurred    | In Progress | <input type="checkbox"/> |           | US001                 | 1000     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000032 | B101         | 4082 Bill Plan                | Milestone      | In Progress | <input type="checkbox"/> |           | US001                 | 1001     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000055 | B101         |                               | Immediate      | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000056 | B101         |                               | As Incurred    | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000057 | B101         |                               | As Incurred    | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000058 | B101         |                               | As Incurred    | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000059 | B101         |                               | As Incurred    | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000060 | B101         |                               | As Incurred    | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000061 | B101         |                               | As Incurred    | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000062 | B101         |                               | Immediate      | In Progress | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000063 | B101         |                               | Immediate      | Completed   | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CON0000000000064 | B101         |                               | Immediate      | Completed   | <input type="checkbox"/> |           | US001                 | 1005     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CONP001          | B101         | As-Incurred Bill/Revenue Plan | As Incurred    | Ready       | <input type="checkbox"/> |           | US001                 | 1001     | <a href="#">Detail</a> | <a href="#">History</a> |
| <input type="checkbox"/> US001 | CONP001          | B102         | As Incurred Bill Plan         | As Incurred    | Ready       | <input type="checkbox"/> |           | US001                 | 1001     | <a href="#">Detail</a> | <a href="#">History</a> |

☒ Select All ☐ Clear All

**Update Plans**

☐ Pending ☐ Ready ☐ Reversal In Progress

**Review Revenue - Plans**

## Search Criteria

Use the fields in the search criteria group box to filter your search results by entering specific values in these fields. If you leave all fields blank, the search returns all billing plans for all active contracts within your system.

## Method

Select the check box of a billing plan - billing method to limit your search to include only those billing plans with a billing method equal to the billing methods that you selected. If you leave all check boxes blank, the system returns all billing plans matching the remainder of your search criteria. Billing method choices include: *Milestone*, *Percent Complete*, *Value Based*, *As Incurred*, *Recurring*, and *Immediate*. The method of *Recurring* does not apply to government contracts.

**Note:** To view billing plans for amount-based contract lines or to view billing plans that are not directly tied to contract lines (for prepaid amounts and progress payments), you must select the check box for the **Fee Type** of *None*.

## Review Billing - Plans Page: Contract Billing Information Tab

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (select)                | Select a check box to update the status for this billing plan to <i>Pending</i> , <i>Ready</i> , or <i>Reversal in Progress</i> . Depending on your selection in the <b>Update Plans</b> group box, when you click the <b>Update Plan Status</b> button, the system updates the status of the billing plan. |
| <b>Billing Plan ID</b>  | Click to view details pertaining to this billing plan ID.                                                                                                                                                                                                                                                   |
| <b>Billing Method</b>   | Displays the billing method of the billing plan associated with the contract line.                                                                                                                                                                                                                          |
| <b>Status</b>           | Displays the current status of the billing plan associated with the contract line.                                                                                                                                                                                                                          |
| <b>Hold</b>             | Indicates if the billing plan has been placed on hold.                                                                                                                                                                                                                                                      |

### Update Plans

The status for each row in the Billing 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 then saving the page.

| <b>Field or Control</b>     | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pending</b>              | Select to update the status of the selected billing plan to <i>Pending</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Ready</b>                | Select to update the status of the selected billing plan to <i>Ready</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Reversal In Progress</b> | <p>Select to reverse all or a portion of the bill amount processed for the selected billing plan. Click the <b>Update Plan Status</b> button to reverse the billing amount. If the billing plan status is <i>Completed</i>, and all billing plan lines are successfully reversed, the next time that you run the Contracts/Billing Interface process, the system updates the plan's status to <i>Reversed</i>.</p> <hr/> <p><b>Note:</b> This option only applies to amount-based contract lines.</p> <hr/> |

| Field or Control          | Description                                                                                                                                                                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Update Plan Status</b> | Click to update the billing plan status of the selected contract lines in the <b>Billing</b> group box with the pending, ready, or reversal in progress status that you selected. If you selected the <b>Reversal In Progress</b> option, clicking this button initiates the reversal for the billing plan. |

## Review Billing - Plans Page: Billing Financial Information Tab

Select the Review Billing – Plans: Billing Financial Information tab (Customer Contracts, Review Billing, Plans, Review Billing - Plans. 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.

**Review Billing - Plans**

**Search Criteria**

\*Business Unit  Contract

Billing Plan ID  Contract Classification

Billing Business Unit  Billing Plan Status

☐ Hold Bill To Customer

**Method**

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

**Fee Type**

☒ None ☒ Fixed Fee ☒ Award Fee ☒ Incentive Fee ☒ Other Fee

**&Billing** Personalize | Find | View All | 1-25 of 59 | Last

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

| Business Unit                  | Contract        | Bill Plan ID | Plan Description              | Amount         | Total Sent To Billing | Total Billed   | Amount Pending | Billed Thru Date | Currency Code | Fee Type |
|--------------------------------|-----------------|--------------|-------------------------------|----------------|-----------------------|----------------|----------------|------------------|---------------|----------|
| <input type="checkbox"/> US001 | CON000000000029 | B102         | Bill/Revenue Plan             | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000029 | B103         |                               | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000032 | B101         | 4082 Bill Plan                | 52,747,154.020 | 52,747,154.020        | 0.000          | 52,747,154.020 |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000055 | B101         |                               | 75.000         | 75.000                | 0.000          | 75.000         |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000056 | B101         |                               | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000057 | B101         |                               | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000058 | B101         |                               | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000059 | B101         |                               | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000060 | B101         |                               | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000061 | B101         |                               | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000062 | B101         |                               | 75,000,000.000 | 75,000,000.000        | 0.000          | 75,000,000.000 |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000063 | B101         |                               | 75,000,000.000 | 0.000                 | 75,000,000.000 | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CON000000000064 | B101         |                               | 75,000,000.000 | 0.000                 | 75,000,000.000 | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CONP001         | B101         | As-Incurred Bill/Revenue Plan | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |
| <input type="checkbox"/> US001 | CONP001         | B102         | As Incurred Bill Plan         | 0.000          | 0.000                 | 0.000          | 0.000          |                  | USD           | None     |

☒ Select All ☐ Clear All

**Update Plans**

☐ Pending ☐ Ready ☐ Reversal In Progress

[Review Revenue - Plans](#)

| Field or Control | Description                                                                                                         |
|------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Amount</b>    | Displays the net amount for this billing plan ID, for billing plan IDs associated with amount-based contract lines. |

| <b>Field or Control</b>      | <b>Description</b>                                                                                                                                                       |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Sent To Billing</b> | Displays the amount associated with a billing plan ID processed by the Contracts/Billing Interface process and sent to PeopleSoft Billing.                               |
| <b>Total Billed</b>          | 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. |
| <b>Amount Pending</b>        | Displays the amount pending (equals the total amount sent to billing less the total amount billed) for amount-based contract lines associated with the billing plan.     |
| <b>Billed Thru Date</b>      | Displays the date through which the contract line has billed for recurring contract lines. This field does not apply to government contracts.                            |
| <b>Currency Code</b>         | Displays the currency code associated with the billing plan.                                                                                                             |
| <b>Fee Type</b>              | Displays the fee type associated with the rate-based contract line linked to the billing plan.                                                                           |

See [Setting Up Billing Plans for Cost-Plus Contract Lines](#).

## Review Billing-Events Page

Use the Review Billing - Events page (CA\_BI\_MGMT\_EVENTS) to view amounts by billing 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 > Events > Review Billing - Events**

See “Review Billing - Events Page” (PeopleSoft Contracts).

## 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 > As Incurred > Review Billing - As Incurred

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.

Review Billing - As Incurred

Search Criteria

Business Unit

US001

Billing Plan

Billing Business Unit

Project

Contract

Contract Classification

Billing Plan Status

Hold

☐

Bill To Customer

Fee Type

☒ None

☒ Fixed Fee

☒ Award Fee

☒ Incentive Fee

☒ Other Fee

Search

Clear

Billing

Personalize | Find |

First 1-24 of 24 Last

Contract Billing Information

Billing Financial Information

| Business Unit | Contract              | Bill Plan ID | Plan Description              | Status  | Hold                                | Hold Date | Billing Business Unit | Customer | Project         | History |
|---------------|-----------------------|--------------|-------------------------------|---------|-------------------------------------|-----------|-----------------------|----------|-----------------|---------|
| US001         | ASSSET_BUILD_CONTRACT | B101         |                               | Ready   | <input checked="" type="checkbox"/> |           | US001                 | 1006     | ASST1_IMPLEMENT | History |
| US001         | ASSSET_BUILD_CONTRACT | B101         |                               | Ready   | <input checked="" type="checkbox"/> |           | US001                 | 1006     | CONSTRUCT_TOWER | History |
| US001         | ASSSET_BUILD_CONTRACT | B101         |                               | Ready   | <input checked="" type="checkbox"/> |           | US001                 | 1006     | SWARE_NEW_RELSE | History |
| US001         | ATEST101              | B104         |                               | Pending | <input checked="" type="checkbox"/> |           | US001                 | 1000     | 1000            | History |
| US001         | CON000000000029       | B102         | As-Incurred Bill/Revenue Plan | Ready   | <input checked="" type="checkbox"/> |           | US001                 | 1000     | 000000000000164 | History |

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. To search for only active government contracts, select the contract classification of *Government*.

| Field or Control | Description                                                                                                                                                                                                                                 |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project          | Select to filter your search results by a specific project. When defining rate-based contract lines and rate-based contract lines associated with fee type (cost-plus), you link the contract lines to PeopleSoft Project Costing projects. |

Review Billing - As Incurred Page: Billing Financial Information Tab

Select the Review Billing – As Incurred: Billing Financial Information tab (Customer Contracts, Review Billing, As Incurred, Review Billing - As Incurred. Select the Billing Financial Information tab).

This example illustrates the fields and controls on the Review Billing - As Incurred page: Billing Financial Information tab. You can find definitions for the fields and controls later on this page.

**Review Billing - As Incurred**

**Search Criteria**

Business Unit

Billing Plan

Billing Business Unit

Project

Contract

Contract Classification

Billing Plan Status

☐ Hold

Bill To Customer

**Fee Type**

☒ None

☒ Fixed Fee

☒ Award Fee

☒ Incentive Fee

☒ Other Fee

**Billing** Personalize | Find |  First 1-24 of 24 Last

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

| Billing Business Unit | Customer | Total Billed | Amount Pending | Currency | Fee Type |
|-----------------------|----------|--------------|----------------|----------|----------|
| US001                 | 1006     | 0.000        | 0.000          | USD      | None     |
| US001                 | 1006     | 0.000        | 0.000          | USD      | None     |
| US001                 | 1006     | 0.000        | 0.000          | USD      | None     |
| US001                 | 1000     | 0.000        | 0.000          | USD      | None     |
| US001                 | 1000     | 0.000        | 0.000          | USD      | None     |
| US001                 | 1000     | 0.000        | 0.000          | USD      | None     |

| Field or Control | Description                                                                                                                                                                                      |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Billed     | Displays the total amount finalized and billed by PeopleSoft Billing, for as-incurred billing plans, and then written back by PeopleSoft Billing to the Contracts/Billing cross-reference table. |
| Amount Pending   | Displays the pending billable amount in PeopleSoft Project Costing that has not yet been invoiced for your rate-based contract lines associated with the billing plan.                           |
| Fee Type         | Displays the fee type associated with the contract line linked to the billing plan. Rate-based contract lines associated with fee types are linked to individual as-incurred billing plans.      |

See [Setting Up Billing Plans for Cost-Plus Contract Lines](#).

# Establishing Progress Payments

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## Understanding Progress Payment Amounts

Some government contracts may include progress payments as part of the contract's financing terms. Progress payments enable the contractor to receive payment prior to a regular bill being issued for item delivery (which may occur late in the contract period).

Progress payment requests are issued from the contractor to the government, as costs are incurred, using an approved progress payment rate percentage. Such requests can be issued regularly, based on a schedule, or progress of work.

Once the items in the contract are delivered, and a regular bill is issued, progress payment amounts are liquidated according to progress payment liquidation rates.

This section discusses:

- Progress payment business process flow.
- Progress payment statuses.
- Progress payment billing.
- Progress payment liquidation.
- Progress payment accounting.
- Progress payment processing.

## Progress Payment Business Process Flow

The following list identifies the steps for setting up and processing a progress payment:

1. Create a contract with a contract classification of *Government*.
2. Add amount-based contract lines to the contract associated with progress payment amounts.

---

**Note:** Government contracts can include amount-based or rate-based (Time and Material or fee associated) contract lines on the same contract. However, progress payments can only be associated with amount-based contract lines.

---

3. Define progress payment terms:
  - a. Assign progress payment and liquidation rates.
  - b. Assign a distribution code to the progress payment for progress payment liability.

- c. Assign defined projects, activities, and amount-based contract lines to the progress payment terms for use during liquidation.
  - d. Set the progress payment terms to *Ready* status.
4. Define billing and revenue plans for the contract lines.
  5. Define the billing amounts for the contract lines.
  6. Set the contract processing status to *Active*.
  7. Prepare the progress payment request using the progress payment worksheet.
  8. Define an immediate billing plan for the progress payment request.
  9. Run the Contracts/Billing Interface process to initiate billing for the progress payment amount.
  10. Complete the billing process for the progress payment request.
  11. After the contract items are ready for delivery and you are ready to bill, set the billing plans (or events) for amount-based contract lines to *Ready* status.
  12. Run the Contracts/Billing Interface process to generate the regular bill for the items delivered and initiate liquidation of the progress payment amount.
  13. Complete the billing process for the items delivered and liquidation of the progress payment.

## Progress Payment Statuses

When defining progress payment terms, you need to assign a status. Progress payment terms statuses are managed by the user, and control the actions that can be performed against the progress payment. Progress payment status values include:

| <b>Term</b>    | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                           |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pending</b> | When creating a new progress payment row, <i>Pending</i> appears by default as the status. All fields for pending progress payment terms rows are fully editable and are not subject to system edit checking. No processing occurs against pending progress payment terms. Progress payment terms rows that have a status of <i>Pending</i> can be deleted. |

| <b>Term</b>      | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ready</b>     | <p>After the progress payment terms information is complete, and the progress payment is ready for processing, manually update the status of the progress payment terms row to <i>Ready</i>.</p> <p>Progress payment term rows in <i>Ready</i> status are edit checked by the system, most of the fields become unavailable for edit, and the progress payment terms are eligible for billing and liquidation (if the progress payment amount is greater than zero, and the contract is activated).</p> <p>Progress payment terms cannot be set to <i>Ready</i> status if the <b>Progress Payment Rate</b> or <b>Liquidation Rate</b> is greater than 100, or a negative rate.</p> <hr/> <p><b>Note:</b> Progress payment term rows in <i>Ready</i> status can be changed back to <i>Pending</i> status only if the contract has a processing status of <i>Pending</i>. Any changes required after the contract has a processing status of <i>Active</i> must be performed using amendment processing.</p> <hr/> |
| <b>Completed</b> | <p>After the progress payment amount has been fully liquidated, manually set the status of the progress payment terms row to <i>Completed</i>. No processing occurs on progress payment rows with a status of <i>Completed</i>.</p> <p>When setting the progress payment terms status to <i>Completed</i>, the system performs the following steps:</p> <ul style="list-style-type: none"> <li>• Verifies that the unliquidated amount equals zero.</li> <li>• Verifies that the committed amount equals zero.</li> <li>• Verifies that the progress payment amount does not equal zero.</li> <li>• Automatically updates the completed date.</li> </ul> <hr/> <p><b>Note:</b> Progress payment term rows with a status of <i>Completed</i> can be changed back to a status of <i>Ready</i> for an active contract, if additional progress payment requests are required. However, the completed date is not reset in these instances.</p> <hr/>                                                                 |

| <b>Term</b>      | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cancelled</b> | <p>Progress payment term rows in either <i>Pending</i> or <i>Ready</i> status can be manually set to a status of <i>Cancelled</i> if the following conditions are true:</p> <ul style="list-style-type: none"> <li>• The progress payment amount equals zero.</li> <li>• The unliquidated amount equals zero.</li> <li>• The committed amount equals zero.</li> </ul> <hr/> <p><b>Note:</b> If billing or liquidation has occurred on a progress payment amount, you must first reverse those amounts to bring the corresponding balances to zero before you can set the status to <i>Cancelled</i>.</p> <hr/> |

| <b>Contract Processing Status</b> | <b>Progress Payment Terms and Billing Plan Statuses</b>                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pending                           | <ul style="list-style-type: none"> <li>• Set progress payment terms to <i>Pending</i>, <i>Ready</i>, or <i>Cancelled</i> status.</li> <li>• Progress payment billing plans cannot be created until the contract processing status is set to <i>Active</i>.</li> </ul>                                                                                                                                                              |
| Active                            | <ul style="list-style-type: none"> <li>• Set progress payment terms to <i>Pending</i>, <i>Ready</i>, <i>Completed</i>, or <i>Cancelled</i> status.</li> <li>• Set progress payment billing plans to <i>Pending</i> or <i>Ready</i> status.</li> </ul> <p>During processing, the system sets the progress payment billing plan status to <i>In Progress</i>, <i>Complete</i>, or eventually <i>Recycled</i> or <i>Reversed</i>.</p> |
| Closed                            | <ul style="list-style-type: none"> <li>• You must set progress payment terms to <i>Completed</i> or <i>Cancelled</i> status.</li> <li>• You must set progress payment billing plans statuses to <i>Completed</i> or <i>Cancelled</i>.</li> </ul>                                                                                                                                                                                   |

## Progress Payment Billing

PeopleSoft Contracts enables you to bill the government for progress payment amounts, then liquidate those amounts against regular bills after your contracted items are delivered. To manage this process, you must define billing plans for both your progress payment requests and the contract lines associated with the progress payment amount. Billing plans control the timing and parameters for contract bills.

To bill for progress payment amounts, you must complete the progress payment worksheet, set up a billing plan that uses the *Immediate* billing method, and assign it to the progress payment worksheet. A separate Immediate billing plan is required for each occurrence of a progress payment request and cannot

span multiple progress payment requests or multiple contract lines. Any adjustments made to progress payment bills require a new immediate billing plan to be created.

---

**Note:** Although progress payment amounts and prepaid amounts may coexist on the same contract, they cannot be combined onto the same immediate billing plan. Progress payment amounts do not include taxes. Instead, all taxation occurs on the regular bill.

---

Setting up and assigning Immediate billing plans for your progress payment requests can be done manually or automatically. When you perform computations in the progress payment worksheet, and the worksheet is approved, the system may create an Immediate billing plan in either *Ready* or *Pending* status (depending on the billing plan template setup).

To bill for delivered items associated with your contract lines, you can set up billing plans using the *Milestone*, *Percent Complete*, or *Immediate* billing plan method and assign them to the corresponding contract lines. When regular bills are processed for these items, the system liquidates the progress payment amounts against the bill amount according to the progress payment liquidation rate specified for the progress payment terms.

When setting up billing plans for contract lines associated with progress payment terms, it is important to note that PeopleSoft Contracts provides the user complete flexibility when setting up and sharing billing plans across contract lines associated with the same price type. However, for contract lines associated with progress payment terms, consider the following points:

- PeopleSoft Contracts enables you to combine contract lines with the same billing parameters onto the same billing plan.
- You can combine contract lines that have the same billing parameters, whether or not the contract lines are associated with the same set of progress payment terms, different sets of progress payment terms, or no progress payment terms at all.
- Contract lines combined onto a single billing plan, but not associated to the same set of progress payment terms are prorated during the liquidation process based on the contract line net amount.

The system uses this proration calculation to determine how much of the total billed amount is associated with the contract line linked to the set of progress payment terms.

The calculated prorated amount is used to complete the liquidation calculation.

---

**Note:** To avoid proration of your billed amount for progress payment liquidation purposes, it is strongly recommended that you only combine contract lines that are associated with the same set of progress payment terms onto a single billing plan.

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See [Progress Payments Terms Page](#), [Progress Payment Worksheet Page](#).

## Related Links

“Defining Revenue and Billing Plan Templates” (PeopleSoft Contracts)

## Progress Payment Liquidation

To manage progress payments, PeopleSoft Contracts enables you to bill for the progress payment amount, and then subsequently liquidate that amount against the bill when the item is delivered. The amount of

the progress payment that can be liquidated against a bill is capped by the liquidation rate specified in the progress payment terms.

To liquidate progress payment amounts against regular bills, you must:

- Set up a billing plan for the contract lines associated with the progress payment terms.
- Identify a liquidation rate for the progress payment terms.
- Associate contract lines, projects, and activities to the progress payment terms.
- Run the Contracts/Billing Interface process (CA\_BI\_INTFC) to initiate billing for the contract line item.

This process triggers the Progress Payment Liquidation process (CA\_PGP\_LIQ) to evaluate the bill line and liquidate any outstanding progress payments against it.

---

**Note:** Progress payment liquidation only occurs if the progress payment amount and remaining amount are greater than zero. The progress payment amount and remaining amount are updated only after the progress payment request is finalized, so a progress payment request cannot be billed and liquidated in the same run of the Contracts/Billing Interface.

---

The Progress Payment Liquidation process performs the following tasks:

- Calculates the amount available for liquidation (remaining amount minus committed amount).
- Determines if the contract lines associated with the billing line is linked to the same set of progress payment terms.

---

**Note:** Contract lines that are not associated with the same set of progress payment terms are subtracted out of the total billed amount used in the liquidation calculations.

---

- Calculates the maximum liquidation amount (available billing amount multiplied by the liquidation rate factor).
- Liquidates the calculated amount against the regular bill (either the total amount available for liquidation or the maximum calculated liquidation amount; whichever is less).

---

**Note:** Liquidation bill lines display on the invoice as a credit amount using the liquidation description that you entered on the Progress Payment Terms - Liquidation page.

---

## Progress Payment Accounting

Progress payment processing creates accounting entries when you bill for the progress payment amount, and when you liquidate the progress payment amount.

Progress payments are booked to a liability account instead of a revenue account. When setting up your progress payment terms, you must define either the account distribution code or ChartField set that the system uses to create the accounting entries. When defining the accounting distribution for the liability account, you must use an account code or distribution code that is associated with a contract asset distribution type.



Only one accounting line is created per progress payment request. Project ChartField data specified on the Progress Payment Terms - Accounting Distribution tab is used for accounting purposes and passed to PeopleSoft Billing. You cannot split progress payment liability accounting distributions between multiple projects and activities.

When progress payment request are submitted for processing, the liability account information specified for the progress payment terms is sent to PeopleSoft Billing, creating a debit to billed accounts receivable (AR) and a credit to the progress payment liability account.

When the progress payment amount is liquidated, during regular billing for the contract line items associated with the progress payment terms, the system sends a credit amount to PeopleSoft Billing for the liquidated amount. To create the accounting entries for the billed amount and to relieve the credit liability account for the progress payment; the system creates a debit to billed accounts receivable (AR), a debit to the progress payment liability account, and a credit to revenue. The progress payment liability account is eventually netted out to zero once the progress payment is fully liquidated.

### Progress Payment Accounting Example

This example shows the accounting implications for processing a 1,000 USD progress payment amount and its subsequent liquidation using an 80 percent liquidation rate:

| <i><b>Process Step</b></i>                                                                                                                                                                                  | <i><b>Accounts Receivable</b></i> | <i><b>Progress Payment Credit Liability</b></i> | <i><b>Revenue</b></i> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------|-----------------------|
| A 1,000 USD progress payment amount is billed. PeopleSoft Billing creates these accounting entries using the ChartField data sent from PeopleSoft Contracts:                                                | 1000                              | (1000)                                          |                       |
| A 2,000 USD contract line item is billed that is associated with the progress payment amount. PeopleSoft Billing creates these accounting entries using the ChartField data sent from PeopleSoft Contracts: | 1000                              | 1000                                            | (2000)                |

**Note:** In this example, even though the liquidation amount for the bill amount is 1,600 USD (2000 x 80%), the liquidation amount is capped at the amount of the progress payment (1,000 USD). So the bill and credit liability are reduced by this amount.

## Progress Payment Processing

Processing progress payments involves the following processes:

- Calculate Inception to Date Costs process.

- Contracts Billing Interface process.
- Progress Payment Liquidation process.

### Calculate Inception to Date Costs (Calculate ITD Costs process)

To calculate allowable progress payment request amounts based on the projects and activities costs tracked in Project Transactions, you must first run the Calculate ITD Costs (CA\_PGP\_CALC) process. This batch process retrieves the current inception to date and estimated cost to complete costs from the Project Transactions (PROJ\_RESOURCE) table for projects and activities associated to the progress payment terms, then inserts the resulting rows into the Progress Payment Costs (CA\_PGP\_COSTS) table. Any rows (associated with the same As of Date) that already exist in the table are updated and overwritten by the process. After the process is complete, you can copy the costs data from the Progress Payment Costs table into the various fields in the progress payment worksheet.

See [Accumulate Progress Payments Costs Page](#).

### Contracts Billing Interface Process

The Contracts/Billing Interface process (CA\_BI\_INTFC) is used to populate the billing interface tables and generate bills for contracts. For progress payment processing, this process is used to process progress payment requests and liquidation through to PeopleSoft Billing.

Progress payment request bills are controlled by the immediate billing plan associated with the progress payment worksheet. The Contracts/Billing Interface processes progress payments that are associated with progress payment terms with a *Ready* status, have an immediate billing plan associated to the progress payment worksheet in *Ready* status, and the contract is in *Active* processing status. If all of these conditions are met, the Contracts/Billing Interface process performs the following actions:

- Creates a bill line type of REV.
- Updates the billing plan status for the immediate bill plan to *In Progress*.
- Inserts a row into the Contracts/Billing Plan Cross-Reference (CA\_BP\_XREF) table.

Each row inserted into the Contracts/Billing Plan Cross-Reference table inherits the sequence number (CA\_PGP\_SEQ) associated with the progress payment terms to uniquely identify that row as a progress payment request row for a specific set of progress payment terms.

After the bills are finalized in PeopleSoft Billing, you must run the Billing to Project Costing/Contracts Interface process (BIPCC000) to update the bill row in the billing plan history page to a status of *FIN* (finalized) and update the progress payment amount and unliquidated amount to include the finalized progress payment request amount.

---

**Warning!** The Billing to Project Costing/Contracts Interface process updates the progress payment tables and fields with the original progress payment amounts that are sent to PeopleSoft Billing. Any manual adjustments made in PeopleSoft Billing for these amounts are ignored by the system and can cause the applications to be out of sync. It is strongly recommended that any required adjustments are made in PeopleSoft Contracts.

---

See [Managing Progress Payments](#).

## Progress Payment Liquidation process

Progress payment liquidation is triggered by the processing of billing plans for amount-based contract lines that are associated with progress payment terms. After the Contracts/Billing Interface process selects contract line amounts for bill processing, but prior to passing the billing data to PeopleSoft Billing, the Progress Payment Liquidation process (CA\_PGP\_LIQ) is called. This process liquidates eligible progress payment amounts against bills for contract line items that are delivered.

The Progress Payment Liquidation process only liquidates progress payment amounts if the progress payment terms are defined and have a status of *Ready*, the contract processing status is active, and the progress payment amount has not been fully liquidated.

The Progress Payment Liquidation process performs the following actions:

- Creates a bill line type of UTL.
- Creates a negative bill line amount that is passed as a credit to PeopleSoft Billing.
- Calculates the liquidation amount.
- Updates the committed amount with the amount to be liquidated.
- Inserts a row in the Contracts/Billing Plan Cross-Reference (CA\_BP\_XREF) table for the contract's line liquidated billing plan reflecting the credit sent to PeopleSoft Billing.

Each row inserted into the Contracts/Billing Plan Cross-Reference table inherits the sequence number associated with the progress payment terms to uniquely identify that row as a progress payment liquidation row for a specific set of progress payment terms.

After the bills are finalized in PeopleSoft Billing, you must run the PeopleSoft Billing to Project Costing/Contracts Interface process to relieve the committed amount, update the unliquidated amount accordingly and update the row status in the Contracts Billing Cross reference table to Finalized (*FIN*) status.

---

**Note:** Progress payment requests must be finalized to be eligible for liquidation.

---

## Defining Progress Payment Terms

This section provides an overview of progress payment terms and discusses how to define progress payment terms, define progress payment terms for contract lines, and define progress payment terms for projects.

### Pages Used to Establish Progress Payment Terms

| <i>Page Name</i>                             | <i>Definition Name</i> | <i>Usage</i>                                 |
|----------------------------------------------|------------------------|----------------------------------------------|
| <a href="#">Progress Payments Terms Page</a> | CA_PGP_TERMS           | Establish progress payment processing terms. |

| <b>Page Name</b>                                      | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Progress Payment Terms - Billing page                 | CA_PGP_TERMS           | Assign billing plan templates to automatically create billing plans for progress payment worksheets, and access the progress payment worksheet.                                                                                                                                 |
| Progress Payment Terms - Accounting Distribution Page | CA_PGP_TERMS           | Define the accounting distribution data that the system uses to create accounting entries for progress payment bills and liquidations.                                                                                                                                          |
| Progress Payment Terms - Liquidation Page             | CA_PGP_TERMS           | Define the criteria that the system uses to liquidate progress payments.                                                                                                                                                                                                        |
| <u>Contract Lines Page</u>                            | CA_PGP_TERMS           | Associate amount-based contract lines to the progress payment terms. The system uses the contract lines associated with the progress payment terms to calculate the contract fixed price amount and to determine if a contract line's billing plan is eligible for liquidation. |
| <u>Projects and Activities Page</u>                   | CA_PGP_TERMS           | Associate the projects and activities considered in cost calculations for the progress payment terms.                                                                                                                                                                           |

## Understanding Progress Payment Terms

Progress payment terms define the parameters and details for both processing progress payment requests and liquidating the progress payment amounts against regular bills after the contracted items are delivered. Progress payment terms must be defined and made ready before you can manage the progress payment. A contract can contain one or multiple sets of progress payment terms.

Progress payment terms include:

- Progress payment terms status.
- Progress payment rate.
- Liquidation rate.
- Contract lines to which the progress payment applies.
- Project and activity data used to determine costs for progress payment and liquidation calculations.
- Immediate billing plan templates used to set up progress payment billing plans (optional).

Progress payment and liquidation rates can be identified at the PeopleSoft Contracts business unit level, and the values appear by default on the Progress Payment page on the General tab.

Progress Payments Terms Page

Use the Progress Payment Terms page (CA\_PGP\_TERMS) to establish progress payment processing terms.

Navigation:

- **Customer Contracts > Manage Progress Payments > Upd Progress Pymt Terms > Progress Payment Terms**
- Select **Progress Payments** from the **More** drop-down list box on any page of the Contract Entry component (CA\_HDR\_PNG)Contract Entry component (CA\_HDR\_PNG).

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

Progress Payment Terms

Contract Number

GFCONTRACT

Sold To Customer

Apex Systems

Amendment Number

Contract Status

PENDING

Progress Payment Terms

Personalize | Find | View All | First 1 of 1 Last

General

Billing

Accounting Distribution

Liquidation

| Sequence | Status  | Progress Payment Amount | Unliquidated Amount | Committed Amount | Progress Payment Rate | Liquidation rate | Completed Date |
|----------|---------|-------------------------|---------------------|------------------|-----------------------|------------------|----------------|
| 1        | Pending | 0.00                    | 0.00                | 0.00             |                       |                  |                |

Progress Payment Terms - General

Select the Progress Payment Terms - General tab.

| Field or Control | Description                                                                                                                                                                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sequence         | Displays a unique sequence identifier for each single set of progress payment terms. The system generated identifier starts at the number one, and is automatically increased sequentially by the system.                                                                                                    |
| Status           | Select a status, which controls the actions that you can perform and the system processing that can occur for the progress payment terms defined. Select from the values of: <i>Pending</i> , <i>Ready</i> , <i>Completed</i> , or <i>Cancelled</i> .<br><br>See <a href="#">Progress Payment Statuses</a> . |

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Progress Payment Amount</b> | Displays the total amount billed to the customer for the progress payment requests. The calculation is based on inception to date (ITD) incurred costs, total contract amount and progress payment and liquidation rates. This value is updated by the Projects/Contracts Interface process each time that a progress payment bill is finalized. This field is for informational purposes only.                                                                                                                                                                                                                                               |
| <b>Unliquidated Amount</b>     | Displays the total amount of the progress payment not yet applied to a regular bill. The Projects/Contracts Interface process updates this field after the progress payment liquidations are finalized.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Committed Amount</b>        | Displays the progress payment amount liquidated, but not yet finalized in PeopleSoft Billing. This field is initially populated when the Contracts/Billing Interface process is run. After the bills are finalized, and the Projects/Contracts Interface process is run, the system clears the committed amount from this field and update the <b>Unliquidated Amount</b> field to adjust for the amount that is liquidated and finalized in PeopleSoft Billing.                                                                                                                                                                              |
| <b>Progress Payment Rate</b>   | Enter the Federal Acquisition Regulations (FAR) progress payment rate that the system uses to calculate progress payment request amounts. If you define this rate at the PeopleSoft Contracts business unit level, the value appears by default in this field. You can override the field value when the progress payment terms are in <i>Pending</i> status and prior to processing the progress payment request. After the progress payment terms are changed to <i>Ready</i> status, and a progress payment request is processed, the value can be changed only using amendment processing.                                                |
| <b>Liquidation Rate</b>        | Enter the Federal Acquisition Regulations (FAR) liquidation rate that the system uses when determining the portion of the progress payment that can be liquidated against a bill. If you have defined this rate at the PeopleSoft Contracts business unit level, the value appears by default in this field. You can override the field value when the progress payment terms are in <i>Pending</i> status, and prior to processing the progress payment request. After the progress payment terms are changed to <i>Ready</i> status, and a progress payment request is processed, the value can be changed only using amendment processing. |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                     |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Completed Date</b>   | Displays the date that the progress payment was fully liquidated and the progress payment terms status was set to <i>Completed</i> by the user. This date is automatically populated by the system and is not updated or reset if the progress payment terms row is changed back to <i>Ready</i> status for any additional processing. |

## Progress Payment Terms - Billing

Use the Progress Payment Terms - Billing page (CA\_PGP\_TERMS) to assign billing plan templates to automatically create billing plans for progress payment worksheets, and access the progress payment worksheet.

Navigation:

- **Customer Contracts > Manage Progress Payments > Upd Progress Pymt Terms**

Select the Billing tab.

- Select **Progress Payments** from the **More** drop-down list box on any page of the Contract Entry component (CA\_HDR\_PNG), then select the Billing tab.Contract Entry component (CA\_HDR\_PNG)

This example illustrates the fields and controls on the Progress Payment Terms page: Billing tab. You can find definitions for the fields and controls later on this page.

**Progress Payment Terms**

Contract Number GFCONTRACT      Sold To Customer Apex Systems  
Amendment Number      Contract Status PENDING

---

**Progress Payment Terms**      Personalize | Find | View All | First 1 of 1 Last

**General** | **Billing** | Accounting Distribution | Liquidation

| Sequence | Plan Template ID     | Bill Plan Detail Template ID | Progress Payment Worksheet | Purchase Order Reference |
|----------|----------------------|------------------------------|----------------------------|--------------------------|
| 1        | <input type="text"/> | <input type="text"/>         | Progress Payment Worksheet | <input type="text"/>     |

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plan Template ID</b>             | <p>Select a billing plan template to automatically create Immediate billing plans in the progress payment worksheet. Billing plans control the timing of bill processing for contracts. Billing plan templates enable you to set automation options that the system uses to automatically create a billing plan in <i>Ready</i> status when the <b>Approve</b> button is selected on the progress payment worksheet. Leave this field blank to manually create an Immediate billing plan from the progress payment worksheet.</p> <hr/> <p><b>Note:</b> The system automatically creates a billing plan in <i>Ready</i> status only if you have selected the <b>Approve Progress Payment</b> check box on the Immediate billing plan template. If this check box is not selected on the billing plan template associated with the progress payment terms, then the system automatically creates the billing plan in <i>Pending</i> status.</p> <hr/> |
| <b>Bill Plan Detail Template ID</b> | <p>Select a billing plan detail template to automatically create Immediate billing plans in the progress payment worksheet. Billing Plan Detail templates enable you to override the billing field values that are defined for a PeopleSoft Contracts billing business unit and contract header that appear by default on the billing plan.</p> <p>Leave this field blank to manually create an Immediate billing plan and accept the billing defaults for your progress payment worksheet.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Progress Payment Worksheet</b>   | <p>Click to access the progress payment worksheet, where you compute progress payment requests and approve progress payment bills for processing. This link is only available when the progress payment terms row is in <i>Ready</i> status and the contract is in an <i>Active</i> processing status.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Purchase Order Reference</b>     | <p>Enter a specific purchase order reference number or any other reference data associated with a progress payment. This information is included on the progress payment request bill.</p> <p>If you enter a purchase order reference on the Contract Entry - General page, the data appears in this field by default.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Progress Payment Terms - Accounting Distributions

Use the Progress Payment Terms - Accounting Distribution page (CA\_PGP\_TERMS) to define the accounting distribution data that the system uses to create accounting entries for progress payment bills and liquidations.



Navigation:

- **Customer Contracts > Manage Progress Payments > Upd Progress Pymt Terms**

Select the Accounting Distribution tab.

- Select **Progress Payments** from the **More** drop-down list box on any page of the Contract Entry component (CA\_HDR\_PNG)Contract Entry component (CA\_HDR\_PNG), then select the Accounting Distribution tab.

This example illustrates the fields and controls on the Progress Payment Terms page: Accounting Distribution tab. You can find definitions for the fields and controls later on this page.

**Note:** Accounting distribution data for the progress payment must be populated before the progress payment terms can be set to *Ready* status.

| <b>Field or Control</b>                                  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GL Unit</b> (PeopleSoft General Ledger business unit) | Displays the general ledger business unit associated with the contracts business unit for this contract. This field is informational only.                                                                                                                                                                                                                                                                                                                                                  |
| <b>Distribution Code</b>                                 | <p>Select a distribution code that represents the credit liability for the progress payment. Distribution codes represent a combination of general ledger ChartField values. Once a distribution code is selected, the system will automatically populate the ChartField field values associated with the distribution code.</p> <p><b>Note:</b> Distribution codes set up for progress payment liability accounting must be associated with a <i>Contract Asset Distribution Type</i>.</p> |
| <b>Alternate Account</b>                                 | <p>Classifies the nature of a transaction for regulatory authorities. Used for statutory accounts. The <b>Alternate Account</b> field displays only if the general ledger business unit associated with the contracts business unit has the <b>Alternate Account</b> enabled.</p>                                                                                                                                                                                                           |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department</b>       | Used to indicate who is responsible for or affected by the transaction.                                                                                                                                                                                                                                                                                                 |
| <b>Operating Unit</b>   | Used to indicate a location, such as a distribution warehouse or a sales center. It can also be used for responsibility reporting, such as a profit center.                                                                                                                                                                                                             |
| <b>PC Business Unit</b> | Select a Project Costing business unit.                                                                                                                                                                                                                                                                                                                                 |
| <b>Project</b>          | <p>Captures additional information useful for project accounting. Progress payment liability accounting cannot be split among multiple projects or activities.</p> <p>Project ChartFields are available for entry if the Use Project ChartFields check box is selected on the Contracts General page. If not selected, then only Project ID is available for entry.</p> |
| <b>Activity</b>         | Select suitable activity.                                                                                                                                                                                                                                                                                                                                               |
| <b>Source Type</b>      | Select a source type for accounting distribution.                                                                                                                                                                                                                                                                                                                       |
| <b>Category</b>         | Select appropriate category.                                                                                                                                                                                                                                                                                                                                            |
| <b>Subcategory</b>      | Select appropriate subcategory.                                                                                                                                                                                                                                                                                                                                         |
| <b>Affiliate</b>        | 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.                                                                                                                                                                                  |
| <b>Statistics Code</b>  | Identifies nonmonetary amounts. Statistic codes are associated with a specific unit of measurement.                                                                                                                                                                                                                                                                     |
| <b>Fund Code</b>        | Enter the Fund account ChartField value associated with the progress payment liability. Fund codes are the primary structural units of Education and Government accounting.                                                                                                                                                                                             |

| <b>Field or Control</b>                          | <b>Description</b>                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Code</b>                              | Enter the Program Code ChartField value associated with the progress payment liability. Program codes track revenue and expenditures for programs within or across your organizations. They can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs. |
| <b>Class Field</b>                               | Enter the Class Field ChartField value associated with the progress payment liability. Class fields can be used to identify specific appropriations.                                                                                                                                                                           |
| <b>Budget Reference</b>                          | Enter the Budget Reference ChartField value associated with the progress payment liability. Budget references are used to identify unique budgets, when individual budgets share budget keys and overlapping budget periods.                                                                                                   |
| <b>Product</b>                                   | Enter the Product ChartField value associated with the progress payment liability. The product ChartField captures additional information useful for profitability and cash flow analysis by product sold or manufactured.                                                                                                     |
| <b>Fund Affiliate</b>                            | Enter the Fund Affiliate ChartField value associated with the progress payment liability. Fund affiliate codes are used to correlate transactions between funds when using a single intraunit account.                                                                                                                         |
| <b>Operating Unit Affiliate</b>                  | Enter the Operating Unit Affiliate ChartField value associated with the progress payment liability. Operating unit affiliates are used to correlate transactions between operating units when using a single intraunit account.                                                                                                |
| <b>Valid Comb</b> (valid ChartField combination) | After you enter the <b>Distribution Code</b> or ChartField values for your progress payment terms and save the terms, ChartField combination editing verifies that the accounting distributions are valid for the PeopleSoft General Ledger business unit listed.                                                              |

## Progress Payment Terms - Liquidation

Use the Progress Payment Terms - Liquidation page (CA\_PGP\_TERMS) to define the criteria that the system uses to liquidate progress payments.

Navigation:

- **Customer Contracts > Manage Progress Payments > Upd Progress Pymt Terms**

Select the Liquidation tab.

- Select **Progress Payments** from the **More** drop-down list box on any page of the Contract Entry component (CA\_HDR\_PNG)Contract Entry component (CA\_HDR\_PNG), then select the Liquidation tab.

This example illustrates the fields and controls on the Progress Payment Terms page: Liquidation tab. You can find definitions for the fields and controls later on this page.

Progress Payment Terms

Contract Number GFCONTRACT

Sold To Customer Apex Systems

Amendment Number

Contract Status PENDING

Progress Payment Terms

Personalize | Find | View All | First 1 of 1 Last

General

Billing

Accounting Distribution

Liquidation

| Sequence | Use for All Lines in Contract | Contract Lines | Liquidation Descr for Billing | Projects and Activities |
|----------|-------------------------------|----------------|-------------------------------|-------------------------|
| 1        | <input type="checkbox"/>      | Contract Lines |                               | Projects and Activities |

| Field or Control              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use for All Lines in Contract | <p>Select the check box to automatically link the progress payment terms to all amount-based contract lines on the contract. When this check box is selected, no other progress payment term rows can be added to the contract, and any newly added amount-based contract lines are automatically associated with the progress payment terms.</p> <p>After the check box is selected, it can only be changed if the progress payment terms row is in <i>Pending</i> status. To change the setting after the progress payment terms are in <i>Ready</i> status and the contract is active, open the contract in amendment mode, deselect the check box, and then click the <b>Contract Lines</b> link to access the Contract Lines page, where you can delete any amount-based contract lines that should not be included in the liquidation process.</p> <hr/> <p><b>Note:</b> deselecting the <b>Use for All Lines in Contract</b> check box only, does not unassign contract lines from the progress payment terms. You must also navigate to the Contract Lines page to delete the specific contract lines.</p> <p>This check box is available only if one set of progress payment terms is defined for the contract. If there are multiple sets of progress payment terms defined for the contract, the check box appears as display only.</p> |

| <b>Field or Control</b>                                                    | <b>Description</b>                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Lines</b>                                                      | Click to access the Contract Lines page, where you can select the amount-based contract lines to link to the progress payment terms and use for the liquidation computations. You also use this page to delete contract lines that no longer apply to the progress payment. |
| <b>Liquidation Descr for Billing</b> (liquidation description for Billing) | Enter the description that displays on the liquidation rows on the invoice.                                                                                                                                                                                                 |
| <b>Projects and Activities</b>                                             | Click to access the Projects and Activities page, where you can select the projects and activities to use to compute ITD and estimated costs. These costs form the basis for progress payment request amounts and liquidation computations.                                 |

## Contract Lines Page

Use the Contract Lines page (CA\_PGP\_TERMS) to associate amount-based contract lines to the progress payment terms.

The system uses the contract lines associated with the progress payment terms to calculate the contract fixed price amount and to determine if a contract line's billing plan is eligible for liquidation.

Navigation:

- **Customer Contracts > Manage Progress Payments > Upd Progress Pymt Terms**

Select the **Liquidation** tab.

Click the **Contract Lines** link.

- Select **Progress Payments** from the **More** drop-down list box on any page of the Contract Entry component (CA\_HDR\_PNG) Contract Entry component (CA\_HDR\_PNG), select the Liquidation tab, then click the **Contract Lines** link.

This example illustrates the fields and controls on the Progress Payment Terms - Contract Lines page. You can find definitions for the fields and controls later on this page.

**Contract Lines**

Contract GFCONTRACT      Sequence 1      Currency USD      Status Pending

Balance Liquidation Control      Personalize | Find | View All | |      First 1 of 1 Last

| Select                   | *Line Number         | Description | Billing Plan ID                                                   |
|--------------------------|----------------------|-------------|-------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="text"/> |             | <input type="button" value="+"/> <input type="button" value="-"/> |

☒ Select All      ☐ Clear All

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add all lines</b>    | <p>Click the <b>Add all lines</b> button to automatically load all amount-based contract lines into the Contract Lines page.</p> <p>After contract lines are assigned to a set of progress payment terms, they cannot be assigned to any other set of progress payment terms for the contract. At least one contract line must be associated with a set of progress payment terms before the progress payment terms can be changed to <i>Ready</i> status.</p> <p>After you use the <b>Add all lines</b> button or manually add a contract line to the page, the <b>Add all lines</b> button becomes unavailable until the page is saved.</p> <hr/> <p><b>Note:</b> If the <b>Use for All Lines in Contract</b> check box is selected on the Progress Payment Terms - Liquidation tab, the contract lines associated with the progress payment are display only, and contract lines cannot be added or deleted from this page.</p> <hr/> |
| <b>Delete</b>           | <p>Click the <b>Delete</b> button to delete selected rows from the Contract Lines page. After contract lines are deleted from the grid and the Progress Payment Terms page is saved, the contract lines can be associated with another set of progress payment terms on the contract.</p> <hr/> <p><b>Note:</b> If the progress payment terms are in <i>Ready</i> status and the contract is active, you can delete contract lines from the grid only in amendment mode. If liquidation has occurred for the progress payment terms, a warning message will let the user know that he may have to review what has already been billed and liquidated for that contract line and an adjustment to the progress payment amount (credit) or bill plan reversal may be required.</p> <hr/>                                                                                                                                                   |
| <b>Select</b>           | <p>Select the contract lines to be deleted from the contract lines grid that you have loaded manually or by clicking the <b>Add all lines</b> button.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Line Number</b>      | <p>Select the contract line number, from all eligible amount-based contract lines on the contract, to associate with your progress payment terms for use in the progress payment liquidation process.</p> <hr/> <p><b>Note:</b> You cannot enter the same contract line multiple times in the grid. The prompt for the contract line number is only updated after the progress payment page is saved. If you delete a contract line from one set of progress payment terms, that contract line is not available to be added to another set of progress payment terms until you have saved the progress payment terms page where the contract line was deleted.</p> <hr/>                                                                                                                                                                                                                                                                 |
| <b>Select All</b>       | <p>Select this check box to select all contract lines entered in the grid for deletion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| <b>Field or Control</b> | <b>Description</b>                                                                                |
|-------------------------|---------------------------------------------------------------------------------------------------|
| <b>Clear All</b>        | Select to deselect all of the selected check boxes for the contract lines displaying in the grid. |

## Projects and Activities Page

Use the Projects and Activities page (CA\_PGP\_TERMS) to associate the projects and activities considered in cost calculations for the progress payment terms.

Navigation:

- **Customer Contracts > Manage Progress Payments > Upd Progress Pymt Terms**  
Select the **Liquidation** tab.  
Click the **Projects and Activities** link.
- Select **Progress Payments** from the **More** drop-down list box on any page of the Contract Entry component (CA\_HDR\_PNG). Contract Entry component (CA\_HDR\_PNG)  
Select the Liquidation tab.  
Click the **Projects and Activities** link.

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

| Projects and Activities                |            |                   |         |
|----------------------------------------|------------|-------------------|---------|
| Contract                               | GFCONTRACT | Sequence          | 1       |
| Currency                               | USD        | Status            | Pending |
| Costs Calculation Control              |            |                   |         |
| Personalize   Find   View All   [Icon] |            | First 1 of 1 Last |         |
| *PC Business Unit                      | *Project   | *Activity         |         |
| 1                                      |            |                   |         |

The project and activity information that you enter on this page is used by the system to calculate inception to date and estimated costs for progress payment calculations. You can modify this information at any time. However, if modifications are made, you must run the Calculate Inception to Date Costs process (CA\_PGP\_CALC) to update the system with your changes. If you add or delete contract lines to the progress payment terms, any associated projects and activities must be manually adjusted using this page.

| <b>Field or Control</b>                                            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PC Business Unit</b> (PeopleSoft Project Costing business unit) | <p>Enter the PeopleSoft Project Costing business unit for the progress payment terms. The PeopleSoft Project Costing business unit selected filters the list of projects and activities that you can associate with the progress payment terms and is used to calculate Inception to Date and Estimated costs. At least one PeopleSoft Project Costing business unit, project and activity must be entered before setting the progress payment terms to <i>Ready</i> status. You cannot use the % (percent) symbol in this field to wildcard the field value.</p> <hr/> <p><b>Note:</b> You can associate any PeopleSoft Project Costing business unit, project and activity to the progress payment terms on the contract. You do not have to associate the project and activity to the contract line in order to include them in progress payment liquidation calculations. However, simply assigning the project and activity to the contract line does not automatically include them in the calculation of progress payment costs and no audit is performed to keep the project and activity fields in sync.</p> <p>To ensure that the projects and activities are included in the Inception to Date and Estimated costs calculations, you must enter them on the Project and Activities page for the progress payment terms.</p> <hr/> |
| <b>Project</b>                                                     | Enter the project identifier for the project included in progress payment liquidation calculations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Activity</b>                                                    | <p>Enter the activity identifier for the project activity included in progress payment liquidation calculations. To include all activities defined under the project specified in the <b>Project</b> field, you can wildcard the field by entering the % (percent) character.</p> <p>If only specific project activities should be included in the liquidation calculations, insert a row to enter each activity manually.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## Managing Progress Payment Worksheets

This section provides an overview of managing progress payment worksheets and calculations, lists prerequisites, and discusses how to define the progress payment worksheet, accumulate progress payment costs, and review progress payment costs data.



## Pages Used to Manage Progress Payment Worksheets

| <b>Page Name</b>                               | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Progress Payment Worksheet Page</u>         | CA_PGP_WKS             | Calculate progress payment amounts and submit them for billing.                                                                                                                                                                                                                                                                                                                                                                                               |
| <u>Accumulate Progress Payments Costs Page</u> | RUN_CA_PGP_COSTS       | Retrieve incurred and estimated costs from the Project Transactions (PROJ_RESOURCE) table to determine eligible costs for progress payment requests, update or inserts the resulting rows into the Contracts Progress Payments Costs (CA_PGP_COSTS) table, or calculate contracts fixed price as a batch process.                                                                                                                                             |
| <u>Cost and Contract Fixed Price Page</u>      | CA_PGP_COST            | View incurred or estimated costs used in the progress payment worksheet calculations. When viewing the incurred or estimated costs on the Costs and Contract Fixed Price page, the system retrieves the data from the Contracts Progress Payment Costs table based on the As of Date on the worksheet. If an exact date match is not found, the system uses the closest past As of Date to populate the page. If no data is available then the page is blank. |

## Understanding Progress Payment Worksheets

After you have defined your contract, set up your progress payment terms, and are ready to request a progress payment amount; you can prepare a progress payment request using the progress payment worksheet. Progress payment worksheets enable you to calculate the amount of the progress payment request for invoicing to the customer and then approve it for billing.

When preparing the progress payment request, you can import any costs that are considered for the progress payment request. The system does some of this work for you by retrieving stored cost data in PeopleSoft Project Costing. This data is stored in the Project Transactions (PROJ\_RESOURCE) table, under analysis types that are associated with the PeopleSoft Inception to Date (PSITD) and PeopleSoft Estimated Cost to Complete (PSECC) analysis groups.

The PeopleSoft Inception to Date (PSITD) analysis group is used to store costs incurred by the contractor as of the beginning of the contract. All analysis types associated with this analysis group are considered costs and are included in the Inception to Date cost calculations. The PeopleSoft Estimated Cost to Complete (PSECC) analysis group is used to store estimated or anticipated costs to be able to meet contract deliverables between a given date and the end of the contract. These include analysis types associated with budgeted or forecasted costs and are included in the estimated cost to complete calculation.

When you are ready to populate the worksheet, run the Accumulate Progress Payment Costs process (CA\_PGP\_CALC) to retrieve the most current cost data from the PROJ\_RESOURCE table and update various fields in the progress payment worksheet. After the fields are populated, you can update or

modify certain fields to include any additional costs that are eligible for progress payment requests. After the worksheet is completed and submitted, it is no longer editable.

Running the Accumulate progress Payment Costs process can be done in batch, right before populating the worksheet, in real time, through the Review Costs page, or not at all. You are not required to run the process prior to populating the worksheet if you are completing the worksheet manually. However, running the process enables you to retrieve the most current costing data from PeopleSoft Project Costing and reduces the amount of data entry required to complete the worksheet.

Progress payment amounts are billed using an immediate billing plan associated with the progress payment worksheet.

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**Note:** The structure of the progress payment worksheet conforms to the requirements and structure of form 1443 to enable you to easily map these values to your form. PeopleSoft Contracts does not support any automatic or direct mapping to these forms.

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## Related Links

[Progress Payment Worksheet Page](#)

## Understanding Progress Payment Calculations

Calculating progress payment amounts can be a very complex task. To facilitate this process, PeopleSoft Contracts delivers the following features:

- A batch process to retrieve cost data that is applicable to progress payment calculations.
- A worksheet to assist in determining the allowable progress payment request amount.
- Formulas to automatically calculate certain line items within the worksheet.

## Retrieve Cost Data

PeopleSoft Contracts stores cost rows in the Project Transactions (PROJ\_RESOURCE) table in PeopleSoft Project Costing. When you are ready to process a progress payment request, run the Accumulate Progress Payment Costs process (CA\_PGP\_CALC) to retrieve the most current eligible costs from the PROJ\_RESOURCE table. To determine which costs are eligible for progress payment processing, the system looks at costs rows that meet the following criteria:

- Costs rows that have an accounting date that is less than or equal to the as of date specified for the batch process for inception to date costs (PSITD), and costs rows that have an accounting date that is greater than the as of date specified for the batch process for estimated cost (PSECC).
- Cost rows with analysis types that are associated with the PSITD or PSECC analysis groups.
- Costs rows associated with the projects and activities linked to the progress payment terms being processed.

The system retrieves the cost rows that meet the criteria listed above, and updates the Contracts Progress Payment Costs table (CA\_PGP\_COSTS). After the system populates the table with the cost data, you can copy the information into the progress payment worksheet to calculate the progress payment request amount.

See [Accumulate Progress Payments Costs Page](#).

## Determine Progress Payment Amounts

PeopleSoft Contracts delivers a worksheet to assist you in calculating the amount of your progress payment request. Using the worksheet, you can:

- Determine the progress payment amount.
- Approve the worksheet and enable it for billing plan processing.
- Automatically create an immediate billing plan to bill for the progress payment request amount.

To populate the worksheet, you can run the Accumulate Progress Payment Costs process to retrieve the eligible costs from PeopleSoft Project Costing, modify the resulting values in the worksheet, and use the delivered formulas to calculate the final amount. Additionally, you can manually enter a progress payment amount, approve the worksheet, and send the request for processing through to PeopleSoft Billing.

See [Progress Payment Worksheet Page](#).

## Worksheet Calculations

To facilitate the worksheet calculations for progress payment amounts, PeopleSoft Contracts delivers built-in formulas that calculate certain fields in the worksheet. The results of these calculations cannot be manually edited but instead must be modified by updating the factors that are used in the calculations.

| <b>Worksheet Field</b>                                                                             | <b>Formula</b>     | <b>Example</b>                                                                                                                                     |
|----------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>11. Total Costs Eligible</b>                                                                    | Item 9 + Item 10   | Costs paid to date: 10,000 USD<br><br>Incurred costs to date: 25,000 USD<br><br>Total costs eligible: 35,000 USD                                   |
| <b>12a. Total Eligible Costs Incurred to Date</b>                                                  | Item 11 + Item 14a | Total costs eligible: 35,000 USD<br><br>Progress payments paid to subcontractors: 500 USD<br><br>Total eligible costs incurred to date: 35,500 USD |
| <b>13. Item 11 Multiplied By 6a</b> (Total Costs Eligible Multiplied by the Progress Payment Rate) | Item 11 x Item 6a  | Total costs eligible: 35,000 USD<br><br>Progress payment rate: 75%<br><br>Item 11 multiplied by 6a: 26,250 USD                                     |

| <b>Worksheet Field</b>                                                                                 | <b>Formula</b>         | <b>Example</b>                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14c. Unliquidated Progress Payment to Subcontractors</b>                                            | Item 14a - Item 14b    | <p>Progress payments paid to subcontractors: 500 USD</p> <p>Liquidated progress payment to subcontractors: 0 USD</p> <p>Unliquidated progress payment to subcontractors: 500 USD</p> |
| <b>14e. Eligible Subcontractors Progress Payments</b>                                                  | Item 14 c + Item 14d   | <p>Unliquidated progress payment to subcontractors: 500 USD</p> <p>Subcontractor progress billing approved: 200 USD</p> <p>Eligible subcontractors progress payments: 700 USD</p>    |
| <b>15. Total Amount (Item 13 + 14e)</b>                                                                | Item 13 + Item 14e     | <p>Item 11 multiplied by item 6a: 26,250 USD</p> <p>Eligible subcontractors progress payments: 700 USD</p> <p>Total amount: 26,950 USD</p>                                           |
| <b>16. Item 5 x Item 6b</b> (Contract Fixed Price Multiplied by the Progress Payment Liquidation Rate) | Item 5 x Item 6b       | <p>Contract fixed price: 100,000 USD</p> <p>Progress payment liquidation rate: 75%</p> <p>Item 5 x item 6b: 75,000 USD</p>                                                           |
| <b>17. Lesser of Item 15 or 16</b>                                                                     | Min (Item 15, Item 16) | <p>Total amount: 26,950 USD</p> <p>Item 5 x item 6b: 75,000 USD</p> <p>Lesser of item 15 or 16: 26,950 USD</p>                                                                       |

| <b>Worksheet Field</b>                                                                                                       | <b>Formula</b>      | <b>Example</b>                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>18. Total of previous progress payments requested</b>                                                                     | Sum (CA_PGP_AMT)    | <p>Total Amount of Progress Payments requested to date: 0 USD</p> <hr/> <p><b>Note:</b> This field displays the summary total of all progress payment requests that have been finalized or are still in progress, so this amount may be greater than the progress payment amount stored in the Progress Payment table (CA_PGP_TERMS) in the Progress Payment Amount field (CA_PGP_AMT)</p> <hr/> |
| <b>19. Maximum Balance Eligible for Progress Payment</b>                                                                     | Item 17 – Item 18   | <p>Lesser of item 15 or 16: 26,950 USD</p> <p>Total amount of previous progress payments requested: 5000 USD</p> <p>Maximum balance eligible for progress payment: 21,950 USD</p>                                                                                                                                                                                                                |
| <b>20b. Costs Eligible Applicable to Items Delivered</b>                                                                     | Item 11 – Item 20a  | <p>Total costs eligible: 35,000 USD</p> <p>Costs included in item 11 (Items delivered): 7500 USD</p> <p>Costs eligible applicable to items delivered: 27,500 USD</p>                                                                                                                                                                                                                             |
| <b>20c. Item 20b x Item 6a (Costs Eligible Applicable to Items Delivered Multiplied by the Progress Payment Rate Factor)</b> | Item 20b x Item 6a  | <p>Costs eligible applicable to items delivered: 27,500 USD</p> <p>Progress payment rate factor: 75%</p> <p>Item 20b x Item 6a: 20,625 USD</p>                                                                                                                                                                                                                                                   |
| <b>20e. Limitation (Item 20c + 20d)</b>                                                                                      | Item 20c + Item 20d | <p>Item 20b x progress payment rate factor: 20,625 USD</p> <p>Eligible Subcontractor progress payments: 700 USD</p> <p>Limitation (Item 20c + Item 20d): 21,325 USD</p>                                                                                                                                                                                                                          |

| <b>Worksheet Field</b>                                                                                       | <b>Formula</b>         | <b>Example</b>                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>21b. Contract Price of Items Not Delivered</b>                                                            | Item 5 – Item 21a      | Contract fixed price: 100,000 USD<br><br>Contract price of items delivered: 7500 USD<br><br>Contract price of items not delivered: 92,500 USD                            |
| <b>21c. Item 21b x 6 b</b> (Contract Price of Items Not Delivered Multiplied by the Liquidation Rate factor) | Item 21b x Item 6b     | Contract price of items not delivered: 92,500 USD<br><br>Liquidation rate factor: 75%<br><br>Item 21b x 6b: 69,375 USD                                                   |
| <b>21e. Limitation (Item 21c + 21d)</b>                                                                      | Item 21c + Item 21d    | Item 21c x progress payment liquidation factor: 69,375 USD<br><br>Unliquidated advance payments: 0<br><br>Limitation (Item 21c + Item 21d): 69,375 USD                   |
| <b>22. Maximum Unliquidated Progress Payment: Lesser of 20e or 21e</b>                                       | Min(Item 20e,Item 21e) | Limitation (Item 20c + 20d): 21,325 USD<br><br>Limitation (Item 21c +Item 21d): 69,375 USD<br><br>Maximum unliquidated progress payment amount: 21,325 USD               |
| <b>24. Unliquidated Progress Payment (Item 18–23)</b>                                                        | Item 18 – Item 23      | Total of previous progress payments requested: 5000 USD<br><br>Total amount applied to reduce progress payments: 2500 USD<br><br>Unliquidated progress payment: 2500 USD |

| <b>Worksheet Field</b>                                       | <b>Formula</b>         | <b>Example</b>                                                                                                                                                                       |
|--------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25. Maximum permissible progress payment (Item 22–24)</b> | Item 22 – Item 24      | <p>Maximum unliquidated progress payment amount: 21,325 USD</p> <p>Unliquidated progress payment amount: 2500 USD</p> <p>Maximum permissible progress payment amount: 18,825 USD</p> |
| <b>26. Progress Payment Amount</b>                           | Min (Item 25, Item 19) | <p>Maximum Balance Eligible for Progress Payment: 21,950 USD</p> <p>Maximum permissible progress payment amount: 18,825 USD</p> <p>Progress Payment Amount: 18,825 USD</p>           |

## Prerequisites

Before you can prepare and process a progress payment worksheet, you must:

- Set up the PeopleSoft Inception to Date (PSITD) analysis group.

For example, this analysis group can contain such analysis types as; Actual Costs (ACT), Actual Time and Labor Costs (PAY), Estimated Time and Labor Costs (TLA) and Actual Cost Sharing Costs (CAC). This analysis group is used to calculate the costs incurred by the contractor as of the beginning of the contract.

- Set up the PeopleSoft Estimated Costs to Complete (PSECC) analysis group containing the Budget (BUD) analysis type.

This analysis group is used to calculate the estimated or anticipated costs to meet the contract deliverables between a given date and the end of the contract.

- Create a contract that contains amount-based contract lines.
- Define progress payment terms.
- Associate the progress payment terms to at least one active amount-based contract line.
- Associate the progress payment terms to at least one project and activity combination.
- Define and associate an immediate billing plan to the progress payment worksheet.

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**Warning!** To prepare and process progress payments using the Accumulate Progress Payment Costs process, you must use the analysis groups PSITD and PSECC that are delivered with the system. Any analysis types that you use to represent your actual and estimated costs must be included in these analysis groups respectively, for the system to perform the progress payment calculations correctly.

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## Progress Payment Worksheet Page

Use the Progress Payment Worksheet page (CA\_PGP\_WKS) to calculate progress payment amounts and submit them for billing.

Navigation:

- **Customer Contracts > Manage Progress Payments > Progress Pymt Worksheet**
- Click the **Progress Payment Worksheet** link on the Billing tab of the Progress Payments component.

This example illustrates the fields and controls on the Progress Payment Worksheet page (1 of 3). You can find definitions for the fields and controls later on this page.

| Progress Payment Worksheet                                             |  |                      |                                   |
|------------------------------------------------------------------------|--|----------------------|-----------------------------------|
| Contract                                                               |  | GFCONTRACT           |                                   |
| Progress Payment Sequence                                              |  | 1                    |                                   |
| Progress Payment Amount                                                |  | 0.00                 | 6a. Progress Payment Rate 20.00 % |
| Unliquidated Amount                                                    |  | 0.00                 | 6b. Liquidation rate 50.00 %      |
| <div>Progress Payment Requests</div> <div>Find First 1 of 1 Last</div> |  |                      |                                   |
| 5. Contract Fixed Price                                                |  | 0.00                 | *As Of Date 02/25/2013            |
| Billing Plan ID                                                        |  | <input type="text"/> | Create Bill Plan Notes            |
|                                                                        |  | Calculate Amounts    | Approve Worksheet                 |

This example illustrates the fields and controls on the Progress Payment Worksheet page (2 of 3). You can find definitions for the fields and controls later on this page.

| Statement of Costs                                 |      |
|----------------------------------------------------|------|
| 9. Eligible Paid Costs                             | 0.00 |
| 10. Eligible Incurred Costs                        | 0.00 |
| 11. Total Costs Eligible                           | 0.00 |
| 12a. Total Costs Incurred                          | 0.00 |
| b. Estimated Costs to Complete                     | 0.00 |
| 13. Item 11 x Item 6a                              | 0.00 |
| 14a. Subcontractors Payments                       | 0.00 |
| b. Liquidated Payments                             | 0.00 |
| c. Unliquidated Subcontractors Progress Payments   | 0.00 |
| d. Subcontractors Progress Billings Approved       | 0.00 |
| e. Eligible Subcontractors Progress Payments       | 0.00 |
| 15. Total Amount (Item 13 + 14e)                   | 0.00 |
| 16. Item 5 x Item 6b                               | 0.00 |
| 17. Lesser of Item 15 or 16                        | 0.00 |
| 18. Total of Previous Progress Payments Requested  | 0.00 |
| 19. Maximum Balance Eligible for Progress Payments | 0.00 |



This example illustrates the fields and controls on the Progress Payment Worksheet page (3 of 3). You can find definitions for the fields and controls later on this page.

Computation of Limits

20a. Costs Included in Item 11 (Items Delivered)

0.00

b. Costs Eligible, Applicable to Items Undelivered

0.00

c. Item 20b x Item 6a

0.00

d. Eligible Subcontractors Progress Payments

0.00

e Limitation (Item 20c + 20d)

0.00

21a. Contract Price of Items Delivered

0.00

b. Contract Price of Items Not Delivered

0.00

c. Item 21b x Item 6b

0.00

d. Unliquidated Advanced Payments

0.00

e. Limitation (Item 21c + 21d)

0.00

22. Maximum Unliquidated Progress Payments

0.00

23. Total Amount Applied to Reduce Progress Payments

0.00

24. Unliquidated Progress Payments (Item 18 - 23)

0.00

25. Maximum Permissible Progress Payments

0.00

26. Progress Payment Amount

0.00

27. Amount Approved

Calculate Amounts

Approve Worksheet

[Return to Terms](#)

Progress Payment Request

The progress payment worksheet displays a scroll area which identifies each unique instance of a progress payment request or bill. When you access the worksheet, the system displays the most current worksheet first, with scroll arrows that enable you to view past progress payment requests or bills. If the progress payment terms are set to *Completed* or *Cancelled* status, new worksheets cannot be added and any pending worksheets cannot be edited.

**Note:** Due to progress payment worksheet sequencing requirements, once a worksheet is created and saved, it cannot be deleted.

| Field or Control     | Description                                                                                                                                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract Fixed Price | Displays the total amount of the amount-based contract lines currently associated with the progress payment terms. This value is impacted by any additions or deletions of contract lines associated with the progress payment terms. |

| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bill Plan Id</b>      | <p>Enter a predefined immediate billing plan to process the progress payment worksheet request. If you specified a billing plan template and billing plan detail template when setting up your progress payment terms, leave this field blank, and the system automatically creates an immediate billing plan using the template data once the request is approved. If using a predefined immediate billing plan, that billing plan cannot be shared with any other progress payment worksheets or contract lines.</p> <hr/> <p><b>Note:</b> If you have set up the billing plan template automation to ready the billing plan upon worksheet approval, the system creates an immediate billing plan in <i>Ready</i> status.</p> <hr/> |
| <b>Create Bill Plan</b>  | <p>Click the <b>Create Bill Plan</b> link to create a billing plan directly from the progress payment request worksheet. This link opens the Billing Plan component (CA_BILLPLAN) for an Immediate billing plan.</p> <p>After you complete the required fields for the billing plan, and click the <i>OK</i> button, the system returns you to the Progress Payment Worksheet page and displays a link for the billing plan identifier in place of the <b>Create Bill Plan</b> link.</p> <hr/> <p><b>Note:</b> Billing plans assigned to progress payment worksheets cannot be set to <i>Ready</i> status until the worksheet has been approved.</p> <hr/>                                                                             |
| <b>Calculate Amounts</b> | <p>Click the <b>Calculate Amounts</b> button to automatically recalculate any formula field in the worksheet and incorporate any changes that are made to any of the cost fields or factors. This action recalculates and updates the noneditable fields on the worksheet page.</p> <p>If changes are made to the worksheet and you do not recalculate or save the worksheet prior to approving the worksheet, the system processes the worksheet with the original figures.</p> <hr/> <p><b>Note:</b> Clicking the <i>Approve</i> button does not automatically trigger any recalculations of changed fields, but instead saves the worksheet as is.</p> <hr/>                                                                        |

| <b>Field or Control</b>  | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Approve Worksheet</b> | <p>Click the <b>Approve Worksheet</b> button to submit the progress payment request for billing. After you click the button, the system performs the following actions:</p> <ul style="list-style-type: none"> <li>• Verifies that the progress payment amount does not equal zero.</li> <li>• Verifies that the progress payment amount is not greater than the contract fixed price.</li> <li>• Updates the Approved status in the Progress Payment Worksheet (CA_PGP_WKS) table to <i>Yes</i>.</li> <li>• Automatically creates an immediate billing plan using the following information: <ul style="list-style-type: none"> <li>• Billing plan and billing plan detail templates specified in the Progress Payment Terms component (CA_PGP_TERMS).</li> <li>• Billing plan identifier specified on the progress payment worksheet.</li> </ul> </li> </ul> <hr/> <p><b>Note:</b> If you approve the worksheet and have not assigned a billing plan and billing plan detail template, the system issues an error message.</p> <hr/> <ul style="list-style-type: none"> <li>• Sets or updates the billing plan status to <i>Ready</i>, for billing plans with the <b>Approve Progress Payments</b> check box selected at the billing plan template level.</li> </ul> <hr/> <p><b>Note:</b> If you manually assign a billing plan to the progress payment worksheet and do not select the <b>Approve Progress Payments</b> check box for the billing plan template, the billing plan is created in <i>Pending</i> status, and you must manually update the billing plan status to <i>Ready</i> after you approve the progress payment worksheet.</p> <hr/> <ul style="list-style-type: none"> <li>• Verifies that any negative progress payment amounts are not greater than the unliquidated amount.</li> <li>• Creates a credit bill for any negative progress payment amounts.</li> </ul> |
| <b>As of Date</b>        | Displays the date used to calculate the inception to date costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| <b>Field or Control</b>                                                                         | <b>Description</b>                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Notes</b>                                                                                    | Click the <b>Notes</b> link to open a free-form text field and enter any additional notes regarding a specific worksheet.                                                                                      |
|  (Attachments) | Click the <b>Attachments</b> button to attach any additional documents containing detailed explanations of the computations for the progress payment amount.                                                   |
| <b>Save</b>                                                                                     | Click the <b>Save</b> button to save the worksheet. If changes are made to the worksheet, it is recommended that you recalculate your worksheet totals prior to saving the worksheet to verify the new totals. |

## Statement of Costs

The statement of costs section of the worksheet contains the data used to calculate ITD and estimated costs to complete (ECC) costs, which are used to determine the specific progress payment amount as of the date indicated in the Progress Payment Request group box. The numbered fields correspond to the Contractors Request for Progress Payment form 1443.

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eligible Paid Costs</b>     | Enter the total amount of any costs associated with the contract that you have already paid and are eligible for progress payment amounts as per the progress payment clause.                                                                                                                                                                                                                                                                                                                                                            |
| <b>Eligible Incurred Costs</b> | <p>Displays the amount of the eligible incurred costs to date for the contract items associated with the progress payment terms. This amount is the results of the most recent ITD costs calculations performed by the system. You can copy the resulting amount from Costs and Contract Fixed Price page or manually enter values to incorporate any additional eligible costs.</p> <p>If you adjust the amount for this field, you must recalculate the worksheet totals before approving the new progress payment request amount.</p> |
| <b>Total Costs Eligible</b>    | Displays the total overall amount of eligible costs available for progress payment requests. This amount is the total of the values entered or displayed in the <b>Eligible Paid Costs</b> and <b>Eligible Incurred Costs</b> fields. This amount is automatically calculated by the system and cannot be modified.                                                                                                                                                                                                                      |

| <b>Field or Control</b>                                    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Costs Incurred</b> (total costs incurred to date) | Displays the total eligible costs incurred to date. This amount is the total of your contract costs incurred to date plus any progress payments paid to subcontractors to date. These values are stored in the <b>Total Costs Eligible</b> and <b>Subcontractors Payments</b> fields. This total is calculated by the system and cannot be modified.                                          |
| <b>Estimated Costs to Complete</b>                         | Displays the estimated additional costs to complete the contract items associated with the progress payment terms. This amount is the result of the most recent estimated additional cost to complete (ECC) calculations performed by the system. You can copy the amount from the Costs and Contract Fixed Price page or manually enter values to incorporate any additional eligible costs. |
| <b>Item 11 x Item 6a</b>                                   | Displays the calculated results of the total costs that are eligible for progress payment requests multiplied by the progress payment rate factor defined on the Progress Payment Terms - General page. This amount is calculated by the system and cannot be modified.                                                                                                                       |
| <b>Subcontractors Payments</b>                             | Enter the total progress payment amount paid to date to subcontractors for the contract. This amount is not populated by the system and must be manually entered.                                                                                                                                                                                                                             |
| <b>Liquidated Payments</b>                                 | Enter the total progress payment amount paid to subcontractors that has been liquidated. This amount is not populated by the system and must be manually entered.                                                                                                                                                                                                                             |
| <b>Unliquidated Subcontractors Progress Payments</b>       | Displays the difference between the total progress payment amount paid to subcontractors and the amount liquidated (item 14a minus item 14b). This is a calculated amount and cannot be edited.                                                                                                                                                                                               |
| <b>Subcontractors Progress Billings Approved</b>           | Enter the current amount of the progress payment paid to subcontractors that has been approved for billing, but not yet invoiced. This amount is not populated by the system and must be manually entered.                                                                                                                                                                                    |
| <b>Eligible Subcontractors Progress Payments</b>           | Displays the total of the <b>Unliquidated Subcontractors Progress Payments</b> plus the <b>Subcontractors Progress Billings Approved</b> (item 14c plus item 14d). This is a calculated amount and cannot be edited.                                                                                                                                                                          |

| <b>Field or Control</b>                              | <b>Description</b>                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Amount (Item 13 + 14e)</b>                  | Displays the total costs eligible for progress payments multiplied by the progress payment rate factor, plus any eligible subcontractor progress payment amounts (unliquidated progress payment amounts and amounts approved for billing but not yet invoiced). This is a calculated amount and cannot be edited. |
| <b>Item 5 x Item 6b</b>                              | Displays the total amount of the contract lines associated with the progress payment terms multiplied by the liquidation rate factor. This is a calculated amount and cannot be edited.                                                                                                                           |
| <b>Lesser of Item 15 or 16</b>                       | Compares the total costs eligible for progress payments to the contract line amounts associated with the progress payment terms multiplied by the liquidation factor, and displays the lesser amount. The resulting field value is the total cost amount eligible for consideration for progress payments.        |
| <b>Total of Previous Progress Payments Requested</b> | Displays the total amount of progress payment requests previously requested. This amount includes progress payment bills that are finalized or in progress. This field is automatically calculated when you click the <b>Calculate Amounts</b> button.                                                            |
| <b>Maximum Balance Eligible for Progress Payment</b> | Displays the total of the amount of costs eligible for consideration for progress payments minus the total amount of progress payments previously requested. This is a calculated amount and cannot be edited.                                                                                                    |

## Computation of Limits

The Computations of Limits section of the worksheet contains any costs for items already delivered or invoiced as of the progress payment request date. The system incorporates these costs to take into consideration the costs of items delivered compared to their contract price. These amounts are incorporated into the worksheet calculations to reduce the eligible progress payment amount. The final result of these computations is the maximum amount that you can approve for a progress payment request.

---

**Note:** This part of the worksheet must only be populated if you have items that have been delivered or invoiced.

---

| <b>Field or Control</b>                               | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Costs included in Item 11 (Items Delivered)</b>    | Of your total paid costs and incurred costs to date, enter the amount that you included in that total for items that have already been delivered, invoiced or accepted to date for the contract.                                                                                                                                                                                                                 |
| <b>Costs Eligible Applicable to Items Undelivered</b> | Displays the difference between the total amount of your paid and incurred costs to date that are eligible for progress payments less any amounts associated with items that have already been delivered, invoiced or accepted (item 11 minus item 20a). This is a calculated amount and cannot be edited.                                                                                                       |
| <b>Item 20b x Item 6a</b>                             | Displays the total costs for contract items eligible for progress payments not delivered, invoiced or accepted, multiplied by the progress payment rate factor. This is a calculated amount and cannot be edited.                                                                                                                                                                                                |
| <b>Eligible Subcontractors Progress Payments</b>      | Displays the total amount entered for progress payments for subcontractors not yet liquidated plus any progress payment amounts that have billing approved but not invoiced.                                                                                                                                                                                                                                     |
| <b>Limitation (Item 20c + 20d)</b>                    | Displays the total of the costs eligible for progress payments associated with items not delivered, invoiced or accepted, multiplied by the progress payment rate factor plus any eligible subcontractor progress payment amounts. This is a calculated amount and cannot be edited.                                                                                                                             |
| <b>Contract Price of Items Delivered</b>              | Enter the total price for items delivered, invoiced and accepted for contract lines associated with the progress payment.<br>This amount is computed based on the billed amounts associated with the contract lines that are associated with the progress payment. You can copy the amount from the Costs and Contract Fixed Price page or manually enter values to incorporate any additional eligible amounts. |
| <b>Contract Price of Items not Delivered</b>          | Displays the total for the contract price associated with the progress payment terms less the total price of items delivered, invoiced or accepted (item 21a). This is a calculated amount and cannot be edited.                                                                                                                                                                                                 |
| <b>Item 21b x Item 6b</b>                             | Displays the total amount for items not delivered multiplied by the liquidation rate factor specified for the progress payment terms. This is a calculated amount and cannot be edited.                                                                                                                                                                                                                          |

| <b>Field or Control</b>                                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unliquidated Advanced Payments</b>                   | Enter the amount of progress payments received to date not yet liquidated, plus any accrued interest for the payments. This amount is not populated by the system and must be manually entered.                                                                                                                                                                                                                                                                                                                     |
| <b>Limitation (Item 21c + 21d)</b>                      | Displays the total of calculated costs for items not delivered multiplied by the liquidation factor plus the amount for any progress payments received but not yet liquidated. This is a calculated amount and cannot be edited.                                                                                                                                                                                                                                                                                    |
| <b>Maximum Unliquidated Progress Payments</b>           | Compares the total costs for items not delivered that are eligible for progress payments, multiplied by the progress payment rate factor, plus any eligible subcontractor progress payments, (item 20e), with the contract costs associated with items not delivered multiplied by the liquidation factor, minus any progress payments that have not been liquidated, (item 21e), and displays the lesser amount. The resulting field value is the maximum unliquidated progress payment amount.                    |
| <b>Total Amount Applied to Reduce Progress Payments</b> | Enter the amount to date of progress payments received that have been liquidated. This amount is represented by the difference between the progress payment amount and the unliquidated amount displayed on the progress payment terms page. This field can be manually updated to also include payments and exclude bills where liquidation has occurred but have not yet been paid. This field is calculated when you click the <b>Calculate Amounts</b> button only if the field has a value of zero.            |
| <b>Unliquidated Progress Payments (Item 18 - 23)</b>    | Displays the total amount of progress payments requested to date less the total amount of progress payments liquidated to date. This is a calculated amount and cannot be edited.                                                                                                                                                                                                                                                                                                                                   |
| <b>Maximum Permissible Progress Payments</b>            | Displays the maximum permissible progress payment amount.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Progress Payment Amount</b>                          | <p>Displays the amount of the progress payment calculated by the worksheet that is available for billing. This amount is calculated by comparing the maximum balance available for progress payment requests (item 19) to the maximum amount permissible for progress payment requests (item 25), and displays the lesser amount. This is a calculated amount and cannot be edited.</p> <p>Any manual adjustments or retainages that are required must be manually entered in the <b>Amount Approved</b> field.</p> |



| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount Approved</b>  | <p>The value from the Progress Payment Amount field (item 26) appears by default in this field when it is first calculated and if the value in the <b>Amount Approved</b> field equals zero. You can manually override the amount or enter a negative amount if a refund or credit note is required. The amount entered in this field is sent to PeopleSoft Billing after the progress payment worksheet is approved and the Contracts/Billing interface process is run.</p> <hr/> <p><b>Note:</b> Limited edit checks are performed on this field, so it is recommended that you verify that the progress payment request amount is valid prior to clicking the <b>Approve Worksheet</b> button.</p> <hr/> |

## Accumulate Progress Payments Costs Page

Use the Accumulate Progress Payment Costs page (RUN\_CA\_PGP\_COSTS) to retrieve incurred and estimated costs from the Project Transactions (PROJ\_RESOURCE) table to determine eligible costs for progress payment requests, update or inserts the resulting rows into the Contracts Progress Payments Costs (CA\_PGP\_COSTS) table, or calculate contracts fixed price as a batch process.

Navigation:

- **Customer Contracts > Manage Progress Payments > Accumulate Progress Pymts Cost**
- Click the **Calculate ITD Costs** button on the Costs and Contract Fixed Price page in the Progress Payment Worksheet page.

This example illustrates the fields and controls on the Accumulate Progress Payments Costs page. You can find definitions for the fields and controls later on this page.

### Accumulate Progress Payments Costs

Run Control ID 1001
[Report Manager](#)
[Process Monitor](#)
[Run](#)

#### Program Name

Program Name CA\_PGP\_CALC
Process Frequency Always

Request Number 1

As Of Date 07/27/2020

#### Contract Options

Business Unit US001
US001 NEW YORK OPERATIONS

Contract Type

Contract Class

Sold To

Contract CON000000000077

#### Progress Payment Options

Sequence

| Field or Control | Description                                                                                                                                                                                                                                                                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As of Date       | Enter the date that the system uses to retrieve cost information from the PeopleSoft Project Costing Project Transaction (PROJ_RESOURCE) table. The system retrieves applicable costs data where the accounting date is equal to or less than the as of date and budget data where the accounting date is greater than the as of date. This is a required field. |
| Sequence         | Enter the progress payment sequence identifier associated with a particular set of progress payment terms to retrieve costs for projects and activities associated with that progress payment terms row.                                                                                                                                                         |

## Cost and Contract Fixed Price Page

Use the Costs and Contract Fixed Price page (CA\_PGP\_COST) to view incurred or estimated costs used in the progress payment worksheet calculations.

When viewing the incurred or estimated costs on the Costs and Contract Fixed Price page, the system retrieves the data from the Contracts Progress Payment Costs table based on the As of Date on the worksheet. If an exact date match is not found, the system uses the closest past As of Date to populate the page. If no data is available then the page is blank.

Navigation:

Click the Costs and Contract Fixed Price button on the Progress Payment Worksheet page.

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

Costs and Contract Fixed Price

Contract GOVT\_TEST\_CONTRACTSequence 1Currency USDStatus Ready

Results

Find | View AllFirst1 of 1Last

As Of Date

Inception To Date Costs0.00

Estimated Costs To Complete0.00☒ Copy to Item 12b

Total Costs at Completion0.00

Contract Fixed Price0.00

Loss Ratio Factor%

Total Costs Eligible0.00☒ Copy to Item 10

Contract Price Items Delivered☒ Copy to Item 21a

Created On

Process Instance

Streamline Processing Option

Calculate ITD Costs

As Of Date01/09/2014

OK

Cancel

Apply

Results

| Field or Control        | Description                                                                                                                                                                                                                                                                    |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| As of Date              | Displays the effective date of the inception to date cost rows and estimated costs to complete rows calculated and retrieved by the system from the Project Transaction table. The latest as of date displays first.                                                           |
| Inception to Date Costs | <div>Run the Accumulate Costs process (CA_PGP_CALC) to populate this field with the inception to date costs for the contract whose accounting date is less than or equal to the as of date.</div> <div><b>Note:</b> Cost amounts are displayed in the contract currency.</div> |

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| <b>Field or Control</b>            | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Estimated Costs to Complete</b> | <p>Run the Accumulate Costs process (CA_PGP_CALC) to populate this field with the estimated (budgeted) costs to complete for the contract whose budget accounting date is greater than or equal to the as of date. The value can be copied onto the worksheet for inclusion in the progress payment computations.</p> <hr/> <p><b>Note:</b> Cost amounts are displayed in the contract currency.</p> <hr/>           |
| <b>Copy to Item 12b</b>            | <p>Select this check box to copy the amount in the <b>Estimated Costs to Complete</b> field to the corresponding field in the progress payment worksheet (item 12b). If a value already exists on the worksheet, the system enables you to select which value to use.</p> <hr/> <p><b>Note:</b> This check box can only be selected for one effective dated row on the Cost and Contract Fixed Price page.</p> <hr/> |
| <b>Total Costs at Completion</b>   | Displays the total of the inception to date costs plus the estimated costs to complete. This is a calculated amount and cannot be edited.                                                                                                                                                                                                                                                                            |
| <b>Contract Fixed Price</b>        | Displays the total amount of the amount-based contract lines associated with the progress payment terms.                                                                                                                                                                                                                                                                                                             |
| <b>Loss Ratio Factor</b>           | Displays the results of the contract fixed price amount divided by the total costs at completion for the contract (inception to date costs plus estimated costs to complete costs). This ratio cannot be greater than 1.0 in order to cap the eligible costs at the total contract price. If the calculated amount exceeds 1.0, the system automatically changes the loss ratio factor to 1.0.                       |
| <b>Total Costs Eligible</b>        | Displays the calculated total of the total costs at completion multiplied by the loss ratio factor.                                                                                                                                                                                                                                                                                                                  |
| <b>Copy to Item 10</b>             | <p>Select this check box to copy the calculated results of the total costs eligible to the corresponding <b>Eligible Incurred Costs</b> field. If a value already exists on the worksheet, the system enables you to select which value to use.</p> <hr/> <p><b>Note:</b> This check box can only be selected for one effective dated row on the Cost and Contract Price page.</p> <hr/>                             |

| <b>Field or Control</b>               | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Price Items Delivered</b> | Displays the total amount billed for the contract lines associated to the progress payment terms. This amount is calculated based on billing plans associated to those contract lines that have billing plan lines with statuses of <i>FIN</i> (Finalized).                                                                                                                               |
| <b>Copy to Item 21a</b>               | <p>Select this check box to copy the calculated amount for items delivered to the corresponding <b>Contract Price of Items Delivered</b> field. If a value already exists on the worksheet, the system enables you to select which value to use.</p> <hr/> <p><b>Note:</b> This check box can only be selected for one effective dated row on the Cost and Contract Price page.</p> <hr/> |

### Streamline Processing Option

| <b>Field or Control</b>                                        | <b>Description</b>                                                                                                                                                                                                   |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Calculate ITD Costs</b> (calculate inception to date costs) | Click the <b>Calculate ITD Costs</b> button to launch the Accumulate Costs process. The process is run synchronously and the page is refreshed as soon as the process is ended.                                      |
| <b>As of Date</b>                                              | When using the streamline processing options to run the Accumulate Costs process, enter the date that the system uses when retrieving cost information from the Project Costing Project Transaction (PROJ_RESOURCE). |

## Managing Progress Payments

Managing progress payments includes monitoring your progress payment balances, evaluating and approving progress payment worksheets, liquidating progress payment balances and making any necessary adjustments over the life of the progress payment. You can make adjustments to the terms of the progress payments using amendment processing, or you can manage the processing of the progress payment terms themselves, including cancelling the progress payment terms, or cancelling the billing plans associated with the progress payment terms.

Throughout the life of the contract, various events can happen which may affect the progress payments billing and liquidation. These can include:

- Addition of a new contract line.
- Amending an existing contract line amount.

- Cancelling an existing contract line.
- Removing a contract line from progress payment terms.
- Reversing or cancelling a progress payment request.

---

**Warning!** Because each of these events can imply a change that directly or indirectly impacts progress payment terms or processing, such as, adding a contract line or issuing a refund, it is important that the user consider the implications of their actions on progress payment bills or liquidations. The complexity of the scenario could potentially lead to invalid progress payment data and should be reviewed by the user when any changes occur on contracts or contract lines associated with progress payments.

---

If you set the progress payment terms to a status of *Complete*, no further progress payment requests or liquidation can be processed. If additional progress payments are received, you can reverse the progress payment status to *Ready* to continue processing. When setting progress payment terms to a *Complete* status, the unliquidated and committed amount must be equal to zero, and the progress payment amount must be greater than zero.

If you set the progress payment terms status to *Cancelled*, no progress payment requests or liquidation can occur. However, after progress payment terms are set to a *Cancelled* status, you cannot reset the status to *Ready* to resume processing.

Before you can cancel a set of progress payment terms, the progress payment amount, remaining amount and committed amount must all equal zero. To cancel progress payment terms, you must reverse any billing and liquidation that has already occurred. To cancel an immediate billing plan associated with a progress payment worksheet that has already been submitted, delete the bill lines on the Billing Worksheet.

This section discusses:

- Tracking progress payment balances.
- Reversing progress payment billing plans.
- Deleting progress payment billing transactions.
- Amending progress payment terms.

## Tracking Progress Payment Balances

When managing progress payments for a contract line, the system tracks three main amounts related to the progress payment balance: progress payment amount, unliquidated amount, and committed amount.

The following example describes how the system populates and tracks these amounts throughout the progress payment life cycle.

1. You approve a progress payment worksheet amount for 1,000 USD and run the contracts/billing interface process. After you finalize the invoice for the progress payment amount, the system posts the following entries in the Contracts Progress Payment table (CA\_PGP\_TERMS):

| <b><i>Progress Payment Amount</i></b> | <b><i>Unliquidated Amount</i></b> | <b><i>Committed Amount</i></b> |
|---------------------------------------|-----------------------------------|--------------------------------|
| 1,000 USD                             | 1,000 USD                         | 0                              |

2. A real bill for the contract line associated with the progress payment is generated for 500 USD. You run the Contracts/Billing Interface process, a utilization row is created and the system posts the following entry to PeopleSoft Contracts:

| <b><i>Progress Payment Amount</i></b> | <b><i>Unliquidated Amount</i></b> | <b><i>Committed Amount</i></b> |
|---------------------------------------|-----------------------------------|--------------------------------|
| 1,000 USD                             | 1,000 USD                         | 500 USD                        |

3. The real bill is finalized in PeopleSoft Billing for the contract line and utilization row. The system posts the following entries in PeopleSoft Contracts:

| <b><i>Progress Payment Amount</i></b> | <b><i>Unliquidated Amount</i></b> | <b><i>Committed Amount</i></b> |
|---------------------------------------|-----------------------------------|--------------------------------|
| 1,000 USD                             | 500 USD                           | 0                              |

Every time that you approve a progress payment request and finalize the bill for the progress payment request amount, the system updates the progress payment and unliquidated amounts. When a liquidation occurs (from the generation of a contract line bill), the system updates the committed amount with the liquidation amount, and then clears the entry and adjusts the unliquidated balance when the bill is finalized.

The above balances are viewed on the Progress Payment Terms pages and the Progress Payment Worksheet. Progress payment requests as well as liquidation amounts are included in the total billed amount on the Contract Summary page.

## Reversing Progress Payment Billing Plans

Before you can cancel a contract associated with progress payment terms, cancel progress payment terms or cancel a billing plan associated with progress payment terms, the progress payment amount, unliquidated amount and liquidated amount must all equal zero. If these fields do not equal zero, then you must first reverse these amounts.

You may need to reverse progress payment billing plans in the following situations:

- Progress payment terms must be cancelled, and billing or liquidation has occurred.
- The billing plan assigned to the progress payment worksheet must be cancelled and billing has occurred.
- An amount-based contract line associated with a set of progress payment terms needs to be cancelled, and a billing plan has already been set up and liquidation has occurred against the contract line.

- An amount-based contract line associated with a set of progress payment terms need to be amended to reduce its amount.
- A contract containing progress payment terms needs to be reversed or cancelled.
- A contract line needs to be unassigned from Progress Payment terms.

Liquidation rows are associated with the bills generated from the billing plans that are assigned to the amount-based contract lines associated with the progress payment terms. As real bills are generated for the items, liquidation occurs against the available progress payment amount for the contract line. When you reverse progress payment bills, you reverse the billing plan attached to the progress payment worksheet. When you reverse bills associated with the contract line linked to the progress payment terms, the system also reverses any liquidation that has occurred, and updates the unliquidated amount and the progress payment amount.

---

**Note:** You can only reverse a progress payment billing plan (associated with a progress payment worksheet) for the amount that has not yet been liquidated. You cannot create a negative unliquidated amount.

For example, you have processed two progress payment requests for 5,000 USD each, for a total of 10,000 USD. You then process a bill for items delivered for 12,000 USD which results in an 8,000 USD liquidation amount against the progress payment amounts, and a net billed amount to the customer of 4,000 USD. If you then processed a reversal for one of the progress payment amounts for 5,000 USD, the system would not allow it, as the reversal would create a negative unliquidated amount of -3,000 USD (2,000 USD unliquidated amount remaining less 5,000 USD progress payment reversal equals a -3,000 USD unliquidated amount).

In this scenario, before processing the reversal for the progress payment request, you would first need to reverse the billed amount for 4,000 USD (reversal of the billed 12,000 USD and also reverses the 8,000 USD liquidated amount), and then process the reversal for the 5,000 USD progress payment bill.

---

When cancelling progress payment terms all billing and liquidation that has occurred against the progress payment terms must first be reversed.

---

**Note:** It is strongly recommended that you perform any refunds or manual adjustments in the PeopleSoft Contracts system to maintain synchronicity between PeopleSoft Billing and PeopleSoft Contracts for progress payment billing data.

---

See “Reviewing and Reversing Billing Activity” (PeopleSoft Contracts).

## Deleting Progress Payment Billing Transactions

In some situations, after a bill is issued for a contract line associated with progress payment terms where liquidation has occurred, and sent to PeopleSoft Billing, an adjustment may be required. In this situation, you can delete the billing row along with the liquidation utilization row and reset the related amounts.

When you run the Contracts/Billing Interface process for progress payment requests, the system processes the bill lines in the same manner as regular immediate billing plans. After the system passes the bill lines to the Billing Worksheet, you can either accept the bill row or delete it.

If you delete the bill row, the billing plan is reset to a status of *Recycled* and the system processes the liquidation the next time that the Contracts/Billing Interface is run.

See “Understanding PeopleSoft Billing Integration with Contracts, Project Costing, Grants, and Pay/Bill Management” (PeopleSoft Billing).



## Amending Progress Payment Terms

Progress payment terms are associated with a status. When the progress payment terms are in a pending status, you can define your terms details and make any adjustments that are needed. After the progress payment terms are set to *Ready* status and processing has occurred against the progress payment terms, you must use amendment processing to make most adjustments to the terms. PeopleSoft Contracts uses amendment processing to enable you to maintain a historical record of any changes that impact the obligations and entitlements associated with the contract.

For progress payments, the following actions are controlled by amendment processing:

- Modification of the progress payment or liquidation rates.

---

**Note:** Any modifications to the progress payment and liquidation rates made at the PeopleSoft Contracts business unit level do not automatically update the rates defined on the progress payment terms page. Instead you must manually update the progress payment and liquidation rates displayed on any existing progress payment terms. Any newly defined progress payment terms then use the new rates defined at the PeopleSoft Contracts business unit level.

---

- Modification of the amount-based contract lines assigned to the progress payment terms. This includes adding new lines or deleting existing contract lines.
- Modification to the Use for All Contract Lines check box.

If you originally set up your progress payment terms to apply to all amount-based contract lines on the contract, and then later decide that the progress payment applies to only certain amount-based contract lines on the contract, you must use amendment processing to apply this change.

---

**Note:** If new amount-based contract lines are added to a contract that is associated with the progress payment terms, the new contract lines must first be applied to the contract using amendment processing. Then you would need to create a second amendment to associate the newly added contract lines to the progress payment terms, unless the **Use for All Lines in Contract** check box has been selected when Progress Payments terms have been setup. If this check box is selected, then the system automatically associates the newly added contract lines to the progress payment terms.

---

- Addition of a new set of progress payment terms to the contract after it has been set to an active processing status.

---

**Note:** If you have a set of progress payment terms in pending status on a contract that has a processing status of *Active*, you can modify that set of progress payment terms outside of amendment processing. However, after progress payment terms are set to *Ready* status, amendment processing must be used to make any changes to the progress payment terms.

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See [Understanding Reviewing Contract Summaries](#).



# Managing Government Contracts

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## Understanding Reviewing Contract Summaries

The Contract Summary page provides complete access to key contract information in one place. Using this page, you can view or link to the following information:

- Overall costs, fees, time and materials, and fixed amounts defined for the contract.
- Total amount billed to date.
- Total cash collected to date.
- Total revenue recognized to date.
- Total anticipated revenue forecasted to date.
- Billing and revenue plan statuses for your contract lines.
- Projects associated with the contract and their current status.
- Any milestones associated with the contract and whether they affect your billing or revenue processing.

---

## Reviewing Contract Summaries

This section discusses how to review contract summaries.

### Page Used to Review Contract Summaries

| <i><b>Page Name</b></i>                                  | <i><b>Definition Name</b></i> | <i><b>Usage</b></i>              |
|----------------------------------------------------------|-------------------------------|----------------------------------|
| “Review Contract Summary Page”<br>(PeopleSoft Contracts) | CA_CONTR_SUM_PNL              | Review contract summary details. |

### Contract Summary Page

Use the Contract Summary page (CA\_CONTR\_SUM\_PNL) to review contract summary details.

Navigation:

**Customer Contracts > Review Contract Summary > Contract Summary**

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

**Review Contract Summary**

|                 |                |               |       |                  |            |
|-----------------|----------------|---------------|-------|------------------|------------|
| Contract Number | SYSTEM_UPGRADE | Currency      | USD   | Amendment Number | 000000001  |
| Contract Type   | COMMERCIAL     | Business Unit | US001 | Contract Signed  | 01/01/2005 |
| Contract Class  | Government     | Region Code   |       | Amendment Date   | 09/24/2009 |
| Contract Status | ACTIVE         |               |       |                  |            |
| Customer        | Easy Solutions |               |       |                  |            |

**Contract Amounts**

|                             |                 |                          |          |
|-----------------------------|-----------------|--------------------------|----------|
| Awarded Cost                | 5,000.00        | Total Billed             | 5,000.00 |
| Awarded Fee                 | 1,500.00        | Total Collected          | 0.00     |
| Awarded Subtotal            | 6,500.00        | Total Revenue Recognized | 5,500.00 |
| Awarded T&M                 | 0.00            | Revenue Forecasted       | 0.00     |
| Fixed Price                 | 0.00            |                          |          |
| <b>Total Contract Value</b> | <b>6,500.00</b> |                          |          |

**Contract Lines**

| Line | Product                   | Status | Price Type | Fee Type  | Gross Amount | Estimated Amount | Awarded Amount | Start Date | End Date   | Billing Plan | Revenue Plan |
|------|---------------------------|--------|------------|-----------|--------------|------------------|----------------|------------|------------|--------------|--------------|
| 1    | Consulting - Customize    | Active | Rate       | None      | 0.00         | 0.00             | 0.00           | 01/01/2005 | 12/31/2007 | In Progress  | Ready        |
| 2    | Consulting-GL Allocations | Active | Rate       | Fixed Fee | 0.00         | 0.00             | 6,500.00       |            | 12/31/2009 | In Progress  | In Progress  |

**Related Projects**

| PC Business Unit | Project        | Description                   | Project Status |
|------------------|----------------|-------------------------------|----------------|
| US001            | CORP_INTRANET  | Corporate Intranet Support    | Open           |
| US004            | SYSTEM_UPGRADE | Upgrade system to new release | Approved       |

**Contract Milestones**

| Milestone ID | Milestone Status | Billing Impact | Revenue Impact |
|--------------|------------------|----------------|----------------|
| None         |                  | No             | No             |

This page displays the contract type, contract classification, contract status, customer information, contract business unit, contract signed date, and other vital contract data. Links appear for the contract number and amendment number to navigate you directly to the contract or amendment as needed.

| Field or Control                | Description                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Billed</b>             | Displays the total amount after billing finalization (BIIVC000) and the Projects/Contracts Interface process (BIPCC000) are complete. This amount also includes any progress payment bills, prepaid bills, and any progress payment liquidation or prepaid utilization amounts. This is the actual amount sent to the customer.                                               |
| <b>Total Collected</b>          | Displays the total amount that is collected to date including any applicable sales tax. A difference may exist between the total billed and total collected amounts because the total collected amount includes sales tax. The value for this field comes from the Accounts Receivable payment data. If Accounts Receivable is not installed, 0 (zero) appears in this field. |
| <b>Total Revenue Recognized</b> | Displays the total revenue amount booked to the general ledger to date after the Retrieve GL Updates process (CA_LOAD_UPD) runs.                                                                                                                                                                                                                                              |

| <b>Field or Control</b>   | <b>Description</b>                                                      |
|---------------------------|-------------------------------------------------------------------------|
| <b>Revenue Forecasted</b> | Displays the current summarized revenue forecast data for the contract. |

## Contract Amounts

| <b>Field or Control</b>                             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Awarded Cost</b>                                 | Displays the summarized total of awarded costs for cost-plus contract lines. This amount is entered on the Contract Amounts page for individual contract lines and represents the total awarded costs from the government for the contract lines.                                                                                                                                                                         |
| <b>Awarded Fee</b>                                  | Displays the total awarded fee amounts associated with cost-plus contract lines. In specified cost-reimbursement pricing arrangements, the awarded fee represents an agreed-to amount, beyond the initial estimate of costs, allowed as profit. This amount is entered on the Contract Amounts page for individual contract lines and represents the total awarded fees allowed by the government for the contract lines. |
| <b>Awarded Subtotal</b>                             | Displays the calculated subtotal of the total awarded costs and total awarded fees for contracts containing cost-plus contract lines.                                                                                                                                                                                                                                                                                     |
| <b>Awarded T&amp;M</b> (awarded time and materials) | Displays the summarized total of any awarded amounts entered for rate-based contract lines not associated with fees (not cost-plus). This amount is entered on the Contract Amounts page and represents the full amount of the contract awarded by the government for those contract lines.                                                                                                                               |
| <b>Fixed Price</b>                                  | Displays the summarized total amount defined for amount-based contract lines associated with the contract.                                                                                                                                                                                                                                                                                                                |
| <b>Total Contract Value</b>                         | Displays the summarized total of the values displayed in the <b>Awarded Subtotal</b> field, the <b>Awarded T&amp;M</b> field, and the <b>Fixed Price</b> field.                                                                                                                                                                                                                                                           |

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**Note:** Contract line and transaction limit amounts are not included in the totals calculations.

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## Contract Lines

This region lists details related to the contract lines associated with the contract, including the contract line number, product description, price type, and so on.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>           | Displays the status for the contract line. Canceled contract lines also appear on this page. For amount-based contract lines, if the contract line was canceled retroactively, the system displays a gross amount value of zero. If the contract line was canceled as of a certain date, the system displays the contract line gross amount value as of that date. |
| <b>Fee Type</b>         | Displays the fee type, if any, associated with the contract line. Cost-plus contract lines are rate-based lines associated with a fee type of <i>Fixed</i> , <i>Award</i> , <i>Incentive</i> , or <i>Other</i> . Non-cost-plus contract lines are associated with a fee type of <i>None</i> .                                                                      |
| <b>Gross Amount</b>     | Displays the fixed price amount associated with amount-based contract lines.                                                                                                                                                                                                                                                                                       |
| <b>Estimated Amount</b> | Displays the total amount entered for rate-based contract lines on the Create Forecast page.                                                                                                                                                                                                                                                                       |
| <b>Awarded Amount</b>   | Displays the total of any awarded amounts entered for a rate-based contract line. The award amounts are entered on the Contract Amounts page and represent the full amount of costs and fees (if applicable) awarded by the government for the contract line.                                                                                                      |
| <b>Start Date</b>       | Displays the start date entered for the period of performance for the contract line for rate-based contract lines. For amount-based contract lines, this field displays the start date entered on the Contract Lines page.                                                                                                                                         |
| <b>End Date</b>         | Displays the end date entered for the period of performance for the contract line for rate-based contract lines. For amount-based contract lines, this field displays the end date entered on the Contract Lines page.                                                                                                                                             |
| <b>Billing Plan</b>     | Displays the billing plan status, as a link, for any billing plan defined for the contract line. Click the link to access the Billing Plan General page to view more detailed information about the contract line's billing plan.                                                                                                                                  |
| <b>Revenue Plan</b>     | Displays the revenue plan status, as a link, for any revenue plan defined for the contract line. Click the link to access the Revenue Plan page to view more detailed information about the contract line's revenue plan.                                                                                                                                          |

## Related Projects

This region includes information about any projects, including the project business unit, the project description, and the project status, associated with the contract on the Related Projects page.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                              |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project</b>          | Displays the project ID of any projects associated with this contract, as a link. Click the link to access the Project Summary page for the associated project. |

## Contract Milestones

This region includes information about any milestones associated with the contract, the status of the milestone, and whether the milestone affects billing or revenue.

| <b>Field or Control</b>                    | <b>Description</b>                                                                                                                                                    |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Milestone ID</b> (milestone identifier) | Displays the milestone identifier for any milestones associated with the contract, as a link. Click the link to access the Contract Milestones page for the contract. |
| <b>Milestone Status</b>                    | Displays the status of the milestone.                                                                                                                                 |
| <b>Billing Impact</b>                      | Indicates whether this milestone affects billing plans that are associated with this contract.                                                                        |
| <b>Revenue Impact</b>                      | Indicates whether this milestone affects revenue plans that are associated with this contract.                                                                        |

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## Amending Government Contracts

A contract amendment is any change made to an active contract in which you are altering certain obligations and entitlements of the contract. This could include modifications to the data contained in the contract entry component, limit changes, changes to withholding terms and conditions, changes to progress payment terms, and so on. Amendment processing enables you to maintain an audit trail, as well as a historical record, of certain changes made to the contract throughout its life cycle.

To amend an active contract, use the amendment processing feature. After a contract is active, you can create a new amendment or open an existing, pending amendment by clicking the **Amend Contract** button from any page within the contract entry components (CA\_HDR\_PNG), or using any of the following contract pages:

- Contract Amounts page (for rate-based contract lines).

- Related Projects page.
- Withholding page.
- Progress Payment Terms 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 a pending amendment does not exist, the system creates a new amendment. On the Amendments page you define the high-level details of the amendment, including the amendment type and amendment reason. The edits that you can make through Amendment Processing include activating *pending* contract lines, canceling *active* contract lines, changing amounts on *active* contract lines, adding new contract lines, modifying the terms and conditions for withholding or limits, and so on.

After you have opened the contract in amendment mode, most changes that you make are performed directly on the same contract entry, limits, withholding, or progress payments pages that you use to initially set up that information. However, any changes made to the values of amount-based contract lines require you to access the Amendment Details and Amendment Amount Allocation pages, and enter your changes there.

You can make as many changes as needed to the contract while you are in amendment mode, as long as the amendment has a status of *Pending*. After you save your changes, the system stores the amendment details in separate amendment tables. These changes do not appear on the contract unless you are in amendment mode. After you have completed all of the changes that you need to make, you can set the amendment to *Ready* status and process the amendment. PeopleSoft Contracts enables you to process amendments for a single contract using the **Process Amendment** button on the Amendment Details page, or process amendments for multiple contracts using the Process Amendments (CA\_CHG\_CTRL) batch process. The system processes any amendments in *Ready* status for which the amendment date is before or equal to the amendment processing run date. After the process is complete, the amendment details appear on the contract as the current version of the contract.

See [Amending Withholding and Release Terms](#).

See [Amending Cost-Plus Contract Lines](#).

See “Understanding Contract Amendments” (PeopleSoft Contracts).

This section lists prerequisites and common elements and discusses:

- Amendment statuses.
- Status process flows for amendments.

## Prerequisites

When creating an amendment, enter an amendment type and reason code to specifically identify and track the types of amendments being made to a contract. If you use amendment type and reason codes, you must define them in the system before creating an amendment.



## Common Elements Used in This Section

| <i>Field or Control</i>                 | <i>Description</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amend Contract</b>                   | Click this button on any page within the Contract Entry components, Related Projects, Contract Amounts page, Withholding page, or Progress Payments Terms page, to create an amendment or edit an existing pending amendment for an active contract.                                                                                                                                                                                                                                                                                                                     |
| <b>Amendment or Pending Amendment</b>   | <p>Displays the amendment number. Upon the initial entry of a new amendment, the system automatically assigns the amendment a numeric value.</p> <p>When you activate the contract, the system records the contract activation as amendment number 0000000000. This represents the beginning of the amendment audit trail.</p> <p>An active contract always shows the last completed amendment in the <b>Amendment</b> field. The <b>Pending Amendment</b> field appears when you are in amendment mode. If you have a pending contract, these fields do not appear.</p> |
| <b>Amendment Amount Allocation</b>      | Click to allocate amended amounts for amount-based contract lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Amendment Reason</b>                 | Select an amendment reason. Amendment reasons provide users with a quick reference as to why an amendment was initiated. This field is for informational purposes only and is not used by amendment processing.                                                                                                                                                                                                                                                                                                                                                          |
| <b>Amendment Status or Amend Status</b> | Displays the processing status of the amendment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Amendment Type</b>                   | Select an amendment type. Amendment types are high-level indicators that enable you to create categories of amendments. This field is for informational purposes only and is not used by amendment processing.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Review Notes</b>                     | Click to enter custom note text with this amendment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Process Date</b>                     | Displays the date on which the amendment is eligible for processing. When you run amendment processing, the system picks up any amendments with a status of <i>Ready</i> and a process date before or equal to the system run date.                                                                                                                                                                                                                                                                                                                                      |

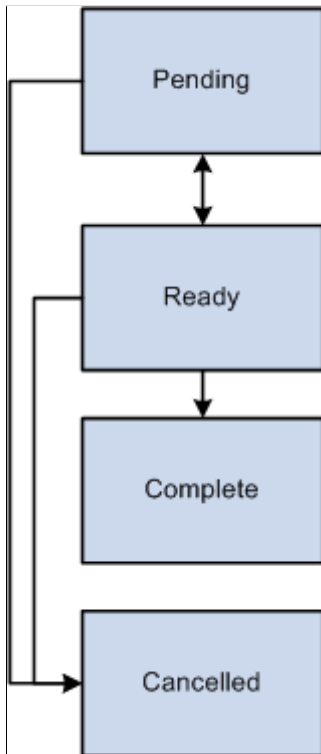
## Amendment Statuses

Amendment status controls when amendment data can be entered into the system, when the system can process an amendment, and when an amendment becomes effective. An amendment may hold one of the following four statuses:

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Pending</i>          | <p>This status appears by default when an amendment is first created. All fields on a contract that are available for amendment processing are editable. Only one pending amendment is allowed at a time for a contract. Amendments in <i>Pending</i> status are not selected for processing by the Amendments process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Ready</i>            | <p>Manually set the amendment status to <i>Ready</i> after you have completed your amendment data entry and are ready to process the amendment. Only one ready amendment is allowed at a time for a contract. Only amendments in <i>Ready</i> status are selected for processing by the Amendments process.</p> <p>After an amendment is set to <i>Ready</i> status and saved, the system performs the following edit checks:</p> <ul style="list-style-type: none"> <li>• The amount allocation option is set to <i>Complete</i> if the amendment included the addition or price modifications of amount-based contract lines.</li> <li>• Accounting distributions contain valid ChartField combinations for any amount-based contract lines that were added.</li> </ul> |
| <i>Complete</i>         | <p>If the amendment is set to <i>Ready</i> status and the amendment date is equal to or before the process date on the amendment run control, the system:</p> <ul style="list-style-type: none"> <li>• Creates any amended events as needed.</li> <li>• Places any billing and revenue plans associated with amount-based contract lines that are canceled or for which the fixed price amount is changed, placed on hold, and sets them to a status of <i>Action Required</i>.</li> <li>• Updates the amendment status to <i>Complete</i>.</li> <li>• Displays the amended items in the current version of the contract.</li> </ul>                                                                                                                                      |
| <i>Cancelled</i>        | <p>Manually set a pending or ready amendment to <i>Cancelled</i>. After an amendment is canceled, it cannot be modified or reset to pending or ready status. To cancel an amendment that has already been processed, create a new amendment and reverse the changes made in the prior amendment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Status Process Flows for Amendments

The following diagram illustrates the process flow associated with amendment processing statuses.



Manage amendment statuses according to the following process flow rules:

- Amendments in *Pending* processing status can be set to *Ready* or *Cancelled* status.
- Amendments in *Ready* processing status can manually be set back to *Pending* status or *Cancelled* status.

Once processed, the system updates the status to *Complete*.

- You can manually set an amendment to *Cancelled* status from *Pending* or *Ready* status.

However, after the amendment has been canceled, you cannot reset the amendment to any other processing status.

---

## Amending a Contract

This section discusses how to create and edit amendments, enter amendment details, review and manage amendment details, and perform amendment amount allocation changes.

## Pages Used to Amend a Contract

| <b>Page Name</b>                         | <b>Definition Name</b> | <b>Usage</b>                                                                                                                                                                                                     |
|------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Contract - General Page</u>           | CA_HDR_PNL             | Create and edit an amendment.                                                                                                                                                                                    |
| <u>Contract Amounts Page</u>             | CA_AMT_TERMS           | Create an amendment for rate-based contract lines.                                                                                                                                                               |
| <u>Related Projects Page</u>             | CA_DETAIL_PROJ         | Create an amendment for rate-based contract lines.                                                                                                                                                               |
| <u>Withholding Page</u>                  | CA_WTH_TERMS           | Create an amendment for withholding terms and conditions associated with rate-based contract lines.                                                                                                              |
| <u>Progress Payments Terms Page</u>      | CA_PGP_TERMS           | Create an amendment for progress payment terms associated with amount-based contract lines.                                                                                                                      |
| <u>Amendments Page</u>                   | CA_CHG_HDgR_PNL        | Enter the amendment type, reason code, and process date when initiating an amendment for the first time. Also, view a list of all amendments made to a contract and navigate to the details of those amendments. |
| <u>Amendment Details Page</u>            | CA_CHG_DTL_PNL         | Review and manage amendment details and modify amount-based contract line amounts to amend the Fixed Price value of the contract.                                                                                |
| <u>Amendment Billing Allocation Page</u> | CA_AMEND_PRICE_PNL     | Allocate changes in billing amounts and limits across contract lines.                                                                                                                                            |
| <u>Amendment Revenue Allocation Page</u> | CA_AMEND_PRICE_REV     | Adjust the revenue allocation across contract lines.                                                                                                                                                             |

## Contract - General Page

Use the Contract - General page (CA\_HDR\_PNL) to create and edit an amendment.

Navigation:

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

To create a new amendment or edit an existing, pending amendment, click the **Amend Contract** button on any of the preceding pages or from within the Contract Entry component (CA\_HDR\_PNG).

Amendments Page

Use the Amendments page (CA\_CHG\_HDR\_PNL) to enter the amendment type, reason code, and process date when initiating an amendment for the first time.

Also, view a list of all amendments made to a contract and navigate to the details of those amendments.

Navigation:

Customer Contracts > Create and Amend > General Information > Amendments

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

GeneralLinesAmendments

Contract NumberSYSTEM\_UPGRADE

Sold To CustomerEasy Solutions

Amendment Number0000000001

Contract StatusACTIVE

Amend Contract

Amendments

PersonalizeFindView All1-2 of 2FirstLast

GeneralStatisticsBilling Amended AmountsRevenue Amended AmountsMisc.

| Amendment  | Amendment Type      | Reason | Process Date | Amendment Status | Detail | Notes |
|------------|---------------------|--------|--------------|------------------|--------|-------|
| 0000000001 |                     |        | 09/24/2009   | Complete         | Detail | Notes |
| 0000000000 | Contract Activation |        | 04/03/2006   | Complete         | Detail | Notes |

Billing PlansRevenue PlansMilestonesSupplemental Data

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 page: Statistics tab.

This example illustrates the fields and controls on the Amendments Page — Statistics tab. You can find definitions for the fields and controls later on this page.

General | Lines | Amendments

Contract Number SYSTEM\_UPGRADE Sold To Customer Easy Solutions  
Amendment Number 0000000001 Contract Status ACTIVE

Amend Contract

Amendments Personalize | Find | View All | First 1-2 of 2 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc.

| Amendment  | Entered On         | Entered by | Change Received By | Change Received Date |
|------------|--------------------|------------|--------------------|----------------------|
| 0000000001 | 09/24/2009 11:02PM | SAMPLE     |                    | 09/24/2009 11:02PM   |
| 0000000000 |                    |            |                    | 04/03/2006 1:09PM    |

Billing Plans Revenue Plans Milestones Supplemental Data

| Field or Control            | Description                                                                     |
|-----------------------------|---------------------------------------------------------------------------------|
| <b>Entered On</b>           | Displays the system date and time indicating when an amendment was first saved. |
| <b>Entered by</b>           | Displays the ID of the user entering the amendment.                             |
| <b>Change Received By</b>   | Displays the ID of the user who receiving the amendment.                        |
| <b>Change Received Date</b> | Displays the system date and time indicating when an amendment was received.    |

## Amendments - Billing Amended Amounts

Select the Amendments page: Billing Amended Amounts tab.

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.

General | Lines | Amendments

Contract Number SYSTEM\_UPGRADE Sold To Customer Easy Solutions  
Amendment Number 0000000001 Contract Status ACTIVE

Amend Contract

Amendments Personalize | Find | View All | First 1-2 of 2 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc.

| Amendment  | Fixed Billing Adjustment | Cancelled Billing Amount | Billing Limit Adjustment | Total Billing Adjustment |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 0000000001 |                          |                          |                          |                          |
| 0000000000 |                          |                          |                          |                          |

Billing Plans Revenue Plans Milestones Supplemental Data

| <b>Field or Control</b>         | <b>Description</b>                                                       |
|---------------------------------|--------------------------------------------------------------------------|
| <b>Fixed Billing Adjustment</b> | Displays the adjustment to the fixed billing amount.                     |
| <b>Cancelled Billing Amount</b> | Displays the adjustment to billing for cancelled contract lines.         |
| <b>Billing Limit Adjustment</b> | Displays the adjustment to billing limits for rate based contract lines. |
| <b>Total Billing Adjustment</b> | Displays the adjustment to total billing amount.                         |

## Amendments - Revenue Amended Amounts

Select the Amendments page: Revenue Amended Amounts tab.

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.

The screenshot shows the Oracle Contract Management interface. At the top, there are tabs for General, Lines, and Amendments. Below the tabs, the Contract Number is SYSTEM\_UPGRADE and the Amendment Number is 0000000001. The Sold To Customer is Easy Solutions and the Contract Status is ACTIVE. There is an 'Amend Contract' button. Below this, the 'Amendments' section is active, showing a table with columns: Amendment, Fixed Revenue Adjustment, Cancelled Revenue Amount, Revenue Limit Adjustment, and Total Revenue Adjustment. The table has two rows of data. At the bottom, there are links for Billing Plans, Revenue Plans, Milestones, and Supplemental Data.

| Amendment  | Fixed Revenue Adjustment | Cancelled Revenue Amount | Revenue Limit Adjustment | Total Revenue Adjustment |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 0000000001 |                          |                          |                          |                          |
| 0000000000 |                          |                          |                          |                          |

| <b>Field or Control</b>         | <b>Description</b>                                                       |
|---------------------------------|--------------------------------------------------------------------------|
| <b>Fixed Revenue Adjustment</b> | Displays the adjustment to the fixed revenue amount.                     |
| <b>Cancelled Revenue Amount</b> | Displays the adjustment to revenue for cancelled contract lines.         |
| <b>Revenue Limit Adjustment</b> | Displays the adjustment to revenue limits for rate based contract lines. |
| <b>Total Revenue Adjustment</b> | Displays the adjustment to total revenue amount.                         |

## Amendments - Misc.

Select the Amendments page: Misc. tab

This example illustrates the fields and controls on the Amendments Page — Misc. tab. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Amendments' page with the 'Misc.' tab selected. At the top, contract information is shown: 'Contract Number SYSTEM\_UPGRADE' and 'Amendment Number 0000000001'. Below this is a table with the following structure:

| Amendment  | Reference ID | User Ref #1 | User Ref #2 |
|------------|--------------|-------------|-------------|
| 0000000001 |              |             |             |
| 0000000000 |              |             |             |

Below the table, there are links for 'Billing Plans', 'Revenue Plans', 'Milestones', and 'Supplemental Data'. The top of the page includes tabs for 'General', 'Lines', and 'Amendments', along with a 'Personalize' button and a search bar.

| <i><b>Field or Control</b></i>                 | <i><b>Description</b></i>                                                                                                                                                 |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reference ID</b> (reference identifier)     | Enter free-form text information to create a reference identifier for the amendment. This field is informational only and does not affect amendment processing.           |
| <b>User Ref #1</b> (user reference number one) | Enter free-form text information to add additional reference data for the amendment. This field is informational only and does not affect amendment processing.           |
| <b>User Ref #2</b> (user reference number two) | Enter free-form text information to add secondary additional reference data for the amendment. This field is informational only and does not affect amendment processing. |

## Amendment Details Page

Use the Amendment Details page (CA\_CHG\_DTL\_PNL) to review and manage amendment details and modify amount-based contract line amounts to amend the Fixed Price value of the contract.

Navigation:

- **Customer Contracts > Create and Amend > Amendment Details**
- Click the **Detail** link on the General tab of the Amendments page.



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.

Amendment Details

ContractSYSTEM\_UPGRADE

Amendment Number0000000001

Sold To Customer1002

Amendment Completed On09/24/2009 11:21PM

Amendment Type

Amendment Reason

Process Date09/24/2009

Amendment StatusComplete

Total Billing Adjustment0.00

Total Revenue Adjustment0.00

Fixed Billing Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Billing AllocationIncomplete

Fixed Revenue AllocationIncomplete

Additional Amendment Details

Billing

Revenue

Cancelled Billing Amount0.00

Cancelled Revenue Amount0.00

Billing Limit Adjustment0.00

Revenue Limit Adjustment0.00

Awarded Amount Adjustment0.00

Reference ID

User Ref #1

User Ref #2

Amendment Components

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

General

Templates

Statistics

| Component          | Amend Ref #1 | Label Fieldname | Edit Type | Old Value | New Value        |
|--------------------|--------------|-----------------|-----------|-----------|------------------|
| 1 Contract Header  | Line 2       |                 | Insert    |           | CONS-ALLOCATIONS |
| 2 Contractor Terms | Line 2       |                 | Insert    |           |                  |
| 3 Contractor Terms | Line 2       |                 | Insert    |           |                  |
| 4 Contract Header  | Line 1       | Contact         | Update    | 0         | 5                |
| 5 Contractor Terms | Line 2       | End Date        | Update    |           | 2009-12-31       |
| 6 Contractor Terms | Line 2       | Control         | Update    | N         | Y                |

When you access the Amendment Details page, the system displays many of the fields that were completed on the Amendments page. You can edit the following page elements on the Amendment Details page if the amendment is still in *Pending* status:

- **Amendment Type**
- **Amendment Reason**
- **Process Date**
- **Amendment Status**
- **Reference ID**
- **User Ref #1**
- **User Ref #2**

| Field or Control       | Description                                                                                                                                                                                           |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amendment Completed On | Displays the date on which the amendment status is set to <i>Complete</i> . This date is set by the amendment processing engine. This field appears only if the amendment is set to <i>Complete</i> . |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process Amendment</b>        | Click to process this amendment online. This button appears only if you have an amendment that is set to <i>Ready</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Amendment Status</b>         | Displays the current amendment status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Total Billing Adjustment</b> | 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 <i>Pending</i> 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.                                                                                                                                                                                                                                                                                                                           |
| <b>Total Revenue Adjustment</b> | <p>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 <i>Pending</i> 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.</p> <p>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.</p>                                                                |
| <b>Fixed Billing Adjustment</b> | 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 <i>Pending</i> status. If edited here, on the Amendment Details page, the fixed billing allocation status will be set to <i>Incomplete</i> . To complete the amendment, return to the Amendment Billing Allocation page and edit the fixed billing amount on the individual contract lines.                                                                                                                                                                                                        |
| <b>Fixed Revenue Adjustment</b> | <p>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.</p> <p>The amount can also be edited on this page when the amendment is in <i>Pending</i> 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 <i>Incomplete</i> and the fixed revenue amount on the individual contract lines will need to be edited using the Amendment Revenue Allocation page.</p> |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                            |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Billing Allocation</b> | After the adjustment for fixed billing amount is allocated across contract lines, the allocation status will display <i>Complete</i> . Prior to completing this allocation, the status will display <i>Incomplete</i> and the amendment will not be available for processing. |
| <b>Fixed Revenue Allocation</b> | After the adjustment for fixed revenue amount is allocated across contract lines, the allocation status will display <i>Complete</i> . Prior to completing this allocation, the status will display <i>Incomplete</i> and the amendment will not be available for processing. |

## Additional Amendment Details

Fields displayed in this section cannot be edited. The values for these fields can only be reviewed.

| <b>Field or Control</b>          | <b>Description</b>                                                          |
|----------------------------------|-----------------------------------------------------------------------------|
| <b>Awarded Amount Adjustment</b> | Displays the adjustment to the awarded amount on rate based contract lines. |

## Amendment Details - General

Select the Amendment Details page: General tab.

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                            |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component</b>        | Displays a description of the record where the change occurred. For example, if you made a change on the Contract - Lines page, the system displays <i>Contract Line</i> in this field.                                                                                                                       |
| <b>Amend Ref #1</b>     | Displays additional information about each change to provide context for the amendment when you view amendment details out of context. You can have multiple changes for a single amendment. The system captures each individual change that you make and stores it in a consolidated amendment detail table. |
| <b>Label Fieldname</b>  | Displays the label from the page associated with the field that you changed.                                                                                                                                                                                                                                  |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                        |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Edit Type</b>        | Displays the action performed on the field that you changed.<br>Values are:<br><br><i>Insert:</i> You added a new row.<br><br><i>Update:</i> You changed an existing row. |
| <b>Old Value</b>        | Displays the original value that is being changed by the amendment for <i>Update</i> edit types.                                                                          |
| <b>New Value</b>        | Displays the new value that is the result of the amendment for <i>Update</i> and <i>Insert</i> edit types.                                                                |

## Amendment Components - Statistics

Select the Amendment Details page: Statistics tab

| <b>Field or Control</b> | <b>Description</b>                                                              |
|-------------------------|---------------------------------------------------------------------------------|
| <b>Entered by</b>       | Displays the ID of the user entering the amendment.                             |
| <b>Entered On</b>       | 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.

Amendment Billing Allocation | Amendment Revenue Allocation

Contract: GOVT\_SEPARATE\_SUPPORT  
Business Unit: US001  
Sold To: 1001  
Currency: USD

Amendment: 000000001  
Amendment Type: Additional Purchase  
Amendment Reason: Concession

Contract Billing

Total Billing Adjustment0.00

Unallocated Billing0.00

Total Billing After Adjustment95,000.00

Fixed Billing

Fixed Billing Adjustment0.00

Unallocated Fixed Billing0.00

Inclusive Prepaid Adjustment0.00

Net Adjustment0.00

AllocationIncomplete

Recalculate

Contract Line Pricing

Personalize | Find | 1-3 of 3 | Last

| Retrieve Billing Price   | Line Number | Product      | Current Billing Limit | New Billing Limit | Adjustment Billing Limit | Current Billing Amount | New Billing Amount | Adjustment Billing Amount | Adjust Billing Retroactively | Reverse Amounts          | Discount/Surcharge Adjustment | Current Awarded Cost | New Awarded Cost | Adjustment Awarded Cost | Limit Check | Rebilled Revenue Amount  | Simulate Billing Pricing |
|--------------------------|-------------|--------------|-----------------------|-------------------|--------------------------|------------------------|--------------------|---------------------------|------------------------------|--------------------------|-------------------------------|----------------------|------------------|-------------------------|-------------|--------------------------|--------------------------|
| <input type="checkbox"/> | 1           | FIN-CA       |                       |                   |                          | 80,000.00              | 80,000.00          |                           | <input type="checkbox"/>     | <input type="checkbox"/> | 0.00                          |                      |                  |                         |             | <input type="checkbox"/> | Simulate Billing Pricing |
| <input type="checkbox"/> | 2           | CONS-DESIGN  | 10,000.00             | 10,000.00         |                          |                        |                    |                           |                              |                          |                               | 10,000.00            | 10,000.00        |                         | Limit Check | <input type="checkbox"/> |                          |
| <input type="checkbox"/> | 3           | CONS-INSTALL | 5,000.00              | 5,000.00          |                          |                        |                    |                           |                              |                          |                               | 5,000.00             | 5,000.00         |                         | Limit Check | <input type="checkbox"/> |                          |

Select All

Clear All

Recalculate

Adjustment Line Totals

Billing Amount0.00

Recurring Billing0.00

Discounts/Surcharges0.00

Billing Limit0.00

Total Billing0.00

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.                                                                                                                                                                                                                                                       |
| 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 <i>Ready</i> and to process the amendment, but is recommended. |

## Fixed Billing

| <b>Field or Control</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Billing Adjustment</b>      | <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                  |
| <b>Net Adjustment</b>                | Displays the net billing adjustment to amount and percent based lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Unallocated Fixed Billing</b>     | <p>Displays the amount of fixed billing not yet allocated to amount and percent based lines. To process the amendment, this amount must zero.</p> <p>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.</p>                                                                                                                                                                                                                                                                                     |
| <b>Inclusive Prepaids Adjustment</b> | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Allocation</b>                    | <p>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:</p> <ul style="list-style-type: none"> <li>• <i>Incomplete</i>: This value appears by default and indicates that amounts for fixed amount contract lines have not been fully allocated.</li> <li>• <i>Complete</i>: This value appears once fixed amount changes are allocated across all eligible amount-based contract lines.</li> </ul> <hr/> <p><b>Note:</b> You cannot ready the amendment until you have successfully set the <b>Allocation</b> option to <i>Complete</i> and saved the page.</p> <hr/> |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Recalculate</b>      | <p>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.</p> <p>If you selected the Reprice 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 Product Master, 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.</p> |

## Contract Line Pricing

The system displays contract lines with an *active* status and contract lines being Cancelled under the current amendment .

| <b>Field or Control</b>          | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retrieve Billing Price</b>    | Select this check box to reprice the contract line. When you select this option and click the <b>Recalculate</b> 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 <b>Extended Price, New Billing Amount, and New Net Billing</b> fields on the contract line. |
| <b>Line Number</b>               | Displays the contract line number for each contract line.                                                                                                                                                                                                                                                                                                                                   |
| <b>Related Revenue Amount</b>    | Hover over this field to view the revenue amount for the contract line. Applicable for all contract line types.                                                                                                                                                                                                                                                                             |
| <b>Current Billing Amount</b>    | Displays the contract line's current billing amount.                                                                                                                                                                                                                                                                                                                                        |
| <b>New Billing Amount</b>        | 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.                                                                                                                                                                                                    |
| <b>Adjustment Billing Amount</b> | Calculated by the system, displays the amount of the billing adjustment for the contract line.                                                                                                                                                                                                                                                                                              |

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjust Billing Retroactively</b> | <p>Applicable for amount and percent-based contract lines.</p> <p>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 <i>Action Required</i> if there is any pending amount to be allocated to the unprocessed events.</p> <p>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.</p> <p>This option can also be selected at the business unit level, and overridden at the contract line level.</p> <hr/> <p><b>Note:</b> This field is available for entry after entering a value in the New Billing Amount field.</p> <hr/> <p><b>Note:</b> When the billing plan status is <i>Action Required</i>, 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.</p> <hr/> |



| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjust Revenue Retroactively</b> | <p>Applicable for amount and percent-based contract lines.</p> <p>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 <i>Action Required</i> if there is any pending amount to be allocated to the unprocessed events.</p> <p>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.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/> <p><b>Note:</b> When the revenue plan status is <i>Action Required</i>, 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.</p> <hr/> |
| <b>Reverse Billing and Revenue</b>  | <p>This option is only available when cancelling an amount or percent based contract line.</p> <p>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 <i>Action Required</i>, and adjusts amounts already billed and recognized for revenue.</p> <hr/> <p><b>Note:</b> To cancel a contract line with an associated billing plan that is 100 percent billed, you must select <b>Reverse Billing and Revenue</b>.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>New Net Billing</b>              | <p>Calculated by the system, displays the new net billing amount on an amount or percent based contract line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Current Awarded Cost</b>         | <p>Displays the current Awarded Amount for rate based contract lines. The value will be zero for new contract lines that are added as part of the current amendment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Field or Control</b>        | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Awarded Cost</b>        | Enter the new Awarded Amount for rate based contract lines. 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.                                                                                                                                                                                                                                                |
| <b>Adjustment Awarded Cost</b> | Calculated by the system, displays the adjustment to the awarded amount on the contract line.                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Current Billing Limit</b>   | 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.                                                                                                                                                                                                                                                                                                      |
| <b>New Billing Limit</b>       | <p>Enter the new billing limit for rate based contract lines. 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.</p> <p>The New Billing Limit cannot be greater than the New Awarded Cost of a contract line.</p>                |
| <b>Limit Check</b>             | Click to perform limit check for the contract line. This button is visible only for rate based contract lines. In amendment mode the existing limit amounts are used to check the limits as the new amounts are not yet processed.                                                                                                                                                                                                                                                   |
| <b>Recalculate</b>             | <p>Billing amounts and status fields are recalculated the same as that noted earlier.</p> <p>If you selected the <b>Reprice</b> check box for any contract lines, when you click the <b>Recalculate</b> button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or Product Master, multiplies it by the quantity, and updates the <b>Extended Price</b>, <b>New Billing Amount</b>, and <b>New Net Billing</b> fields for the selected contract lines.</p> |

## Contract Line Pricing - Detail

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Price Type</b>             | <p>Dictates the processing allowed for the product. Options include:</p> <p><i>Amount:</i> You can edit the billing amount on an amount based product by entering an amount in the New Billing Amount field.</p> <p><i>Rate:</i> You can edit the billing limit on a rate based line by entering an amount in the New Billing Limit field.</p> <p><i>Recurring:</i> You can edit the amount to be billed on a recurring contract line by entering an amount in the New Recurring Billing field.</p>       |
| <b>Quantity</b>               | <p>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.</p>                                                                                                                                                                                                                        |
| <b>Fee Type</b>               | <p>Displays the fee type associated with the line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Extended Price</b>         | <p>Displays the list price multiplied by quantity.</p> <p>When you select the Retrieve Billing Price check box and click the <b>Recalculate</b> 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.</p>                                                                                                                                                                                                       |
| <b>Related Revenue Amount</b> | <p>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.</p> |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Simulate Billing Pricing</b> | <p>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.</p> <hr/> <p><b>Note:</b> This link is available only for amount and percent based contract lines.</p> <hr/>                                                                                                                                                                                                                                                                                                                   |
| <b>Actions</b>                  | <p>Select a related action to access other pages relevant to contract pricing. Available related actions are:</p> <ul style="list-style-type: none"> <li>• <b>Review Limits:</b> Available for rate based contract lines on contract classifications other than internal. Select to access the Review Limits page in a new window.</li> <li>• <b>Related Projects:</b> Available for all contract line types and contract classifications except for rate based contract lines on Government contracts. Instead this access is provided through Contract Amounts.</li> <li>• <b>Contract Amounts:</b> Available for rate based contract lines.</li> <li>• <b>Transaction Limits:</b> Available for rate based contract lines on contract classifications other than internal.</li> <li>• <b>Billing Plan:</b> Available for all contract lines. Select to navigate to the Bill Plan page. Bill plan must be assigned for this action to be visible.</li> </ul> |

## Adjustment Line Totals

| <b>Field or Control</b> | <b>Description</b>                                                                                       |
|-------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Billing Amount</b>   | Summarizes the adjustment to billing amount on amount and percent based lines included in the amendment. |
| <b>Billing Limit</b>    | Summarizes the adjustment to billing limit on rate based lines included in the amendment.                |
| <b>Total Billing</b>    | Summarizes the adjustment to total billing for the contract.                                             |

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.

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. You can find definitions for the fields and controls later on this page.

Amendment Billing AllocationAmendment Revenue Allocation

Contract GOV/T\_SEPARATE\_SUPPORT  
Business Unit US001  
Sold To 1001Apex Systems  
Currency USD

Amendment 0000000001  
Amendment Type Additional Purchase  
Amendment Reason Concession

Contract Revenue

Total Revenue Adjustment0.00Unallocated Revenue0.00

Total Revenue After Adjustment95,000.00

Documented Price Adjustment0.00

\*Basis of AllocationManual

Fixed Revenue

Fixed Revenue Adjustment0.00Unallocated Fixed Revenue0.00

Inclusive Prepaids Adjustment0.00

Net Adjustment0.00AllocationIncomplete

Recalculate

Contract Line Pricing

PersonalizeFind1-30

| Refine Revenue Price     | Line Number | Product      | Extended Revenue Price | Current Revenue Limit | New Revenue Limit | Adjustment Revenue Limit | Current Revenue Amount | New Revenue Amount | Adjustment Revenue Amount | Adjust Revenue Retroactively | Reverse Amounts          | Discount/Surcharge Adjustment | Current Awarded Cost | New Awarded Cost | Adjustment Awarded Cost | Limit Check                                | Related Billing Amount   | Simulate Revenue Pricing                          |
|--------------------------|-------------|--------------|------------------------|-----------------------|-------------------|--------------------------|------------------------|--------------------|---------------------------|------------------------------|--------------------------|-------------------------------|----------------------|------------------|-------------------------|--------------------------------------------|--------------------------|---------------------------------------------------|
| <input type="checkbox"/> | 1           | FIN-CA       | 0.00                   |                       |                   |                          | 85,000.00              | 85,000.00          |                           | <input type="checkbox"/>     | <input type="checkbox"/> | 0.00                          |                      |                  |                         |                                            |                          | <input type="checkbox"/> Simulate Revenue Pricing |
| <input type="checkbox"/> | 2           | CONS-DESIGN  | 0.00                   | 5,000.00              | 5,000.00          |                          |                        |                    |                           | <input type="checkbox"/>     | <input type="checkbox"/> |                               | 10,000.00            | 10,000.00        |                         | <input type="button" value="Limit Check"/> | <input type="checkbox"/> | <input type="checkbox"/> Simulate Revenue Pricing |
| <input type="checkbox"/> | 3           | CONS-INSTALL | 0.00                   | 5,000.00              | 5,000.00          |                          |                        |                    |                           | <input type="checkbox"/>     | <input type="checkbox"/> |                               | 5,000.00             | 5,000.00         |                         | <input type="button" value="Limit Check"/> | <input type="checkbox"/> | <input type="checkbox"/> Simulate Revenue Pricing |

☒ Select All☐ Clear All

Recalculate

Adjustment Line Totals

Revenue Amount0.00Recurring Revenue0.00

Discounts/Surcharges0.00Revenue Limit0.00Total Revenue0.00

Prepays

Return to General Information

Contract Revenue

| Field or Control               | Description                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Revenue Adjustment       | <p>Enter the adjustment for total revenue on the contract. The amount entered should include all contract line types.</p> <p>This field can be edited if either the Separate Fixed Billing and Revenue check box or 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.</p> |
| Total Revenue After Adjustment | <p>Displays the new Total Revenue for the contract including the impact of the adjustment to Total Revenue.</p>                                                                                                                                                                                                                                                                                                                       |

| <b><i>Field or Control</i></b>      | <b><i>Description</i></b>                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Documented Price Adjustments</b> | <p>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.</p> <p>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.</p>                                        |
| <b>Action Required</b>              | <p>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.</p> |
| <b>Unallocated Revenue</b>          | <p>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 <i>Ready</i> and to process the amendment, but is recommended.</p>               |

| <b>Field or Control</b>    | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basis of Allocation</b> | <p>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.</p> <ul style="list-style-type: none"> <li>• <b>Current Revenue</b> - 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.</li> <li>• <b>Extended Revenue Price</b> - Select this option to use the line's extended revenue price as a basis for allocation.</li> <li>• <b>New Lines Only</b> - 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.</li> <li>• <b>Manual</b> — 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.</li> </ul> <hr/> <p><b>Note:</b> 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.</p> <hr/> |

## Fixed Revenue

| <b>Field or Control</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixed Revenue Adjustment</b>      | <p>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.</p> <p>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.</p> <p>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.</p> |
| <b>Net Adjustment</b>                | <p>Displays the net revenue adjustment to amount and percent based lines.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Unallocated Fixed Revenue</b>     | <p>Displays the amount of fixed revenue not yet allocated to amount and percent based lines. To process the amendment, this amount must zero.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                      |
| <b>Inclusive Prepaids Adjustment</b> | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |



| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Allocation</b>       | <p>System sets the value of this field on saving the page or clicking the Recalculate button. User also can manually set this value if Separate Fixed Billing and Revenue is selected on the contract. Values include:</p> <ul style="list-style-type: none"> <li>• <i>Incomplete</i>: This value appears by default and indicates that revenue amount allocation has not been completely performed.</li> <li>• <i>Complete</i>: This value appears once you have allocated the contract line revenue amount change across all eligible amount and percent based contract lines.</li> </ul> <p>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.</p> |
| <b>Recalculate</b>      | <p>Click to recalculate the Unallocated Adjustment for Revenue at the contract level, the Unallocated Revenue Adjustment for fixed amount contract lines and the status of the fixed amount allocation for revenue. The amounts displayed under Line Totals are also recalculated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## Contract Line Pricing

The system displays all amendment contract lines with an active status and contract lines being Cancelled under the current amendment.

| <b>Field or Control</b>       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Retrieve Revenue Price</b> | <p>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.</p> <p>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.</p> <p>If the Basis of Allocation is <i>Manual</i> 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 <i>Extended Revenue</i> or <i>New Lines Only</i> 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).</p> |
| <b>Line Number</b>            | Displays the contract line number for each contract line with an active status and lines cancelled as part of current amendment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Extended Revenue Price</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Basis for Allocation</b>   | Applicable for contracts where the basis of allocation chosen is <i>Current Revenue</i> , <i>Extended Revenue Price</i> or <i>New Lines Only</i> . Not visible if the Basis of Allocation is <i>Manual</i> nor lines selected to Override.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Relative Percentage</b>    | Applicable for contracts where the basis of allocation chosen is <i>Current Revenue</i> , <i>Extended Revenue Price</i> or <i>New Lines Only</i> . 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 <i>Manual</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Suggested Revenue Adjustment</b> | Applicable for contracts where the basis of allocation chosen is <i>Current Revenue</i> , <i>Extended Revenue Price</i> or <i>New Lines Only</i> . 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 <i>Manual</i> or blank if the lines is being overridden.                                                                                                                                                                                                                                                                                                                                                |
| <b>Override Revenue</b>             | 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 <i>Manual</i> . 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.                                                                                                                                                                                                       |
| <b>Current Revenue Amount</b>       | Displays the current revenue amount for an amount or percent based line.<br><br>For new contract lines that are added as part of the current amendment this field value is same as Extended Price.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>New Revenue Amount</b>           | 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.<br><br>If Basis of Allocation is <i>Manual</i> 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 <i>Extended Revenue</i> or <i>New Line Only</i> and if the Retrieve Revenue Price is selected then the new suggested revenue adjustment is copied to this field. |
| <b>Adjustment Revenue Amount</b>    | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| <b>Field or Control</b>             | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjust Revenue Retroactively</b> | <p>Applicable for amount or percent-based contract lines.</p> <p>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 <i>Action Required</i>.</p> <p>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.</p> <hr/> <p><b>Note:</b> This field is available for entry once you have entered a value in the New Revenue Amount field.</p> <hr/> <p><b>Note:</b> When the revenue plan status is <i>Action Required</i>, 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.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/> |
| <b>Reverse Billing and Revenue</b>  | <p>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.</p> <p>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 <i>Action Required</i>, and makes adjustments to already billed and recognized amounts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Current Awarded Cost</b>         | Displays the current Awarded Amount for rate based contract lines. This field is edited on the Amendment Billing Allocation page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>New Awarded Cost</b>             | Displays the new Awarded Amount for rate based contract lines. This field is edited on the Amendment Billing Allocation page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| <b>Field or Control</b>         | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjustment Awarded Cost</b>  | Displays the adjustment to the awarded amount on the contract line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Current Revenue Limit</b>    | Displays the current revenue limit for rate based contract lines.<br>For new contract lines that are added as part of the current amendment the value for this field will be zero.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>New Revenue Limit</b>        | <p>Enter the new revenue limit for rate based contract lines. By default, the field value displays the Current Revenue Limit.</p> <p>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.</p> <p>If the value entered for this field is less than the amount already processed for revenue, then an error message is displayed.</p> <p>The field can be edited if the Separate As Incurred Billing and Revenue check box is checked on the contract. If Separate As Incurred Billing and Revenue check box is not selected, then the New Revenue Limit field is display only and the amount equals the New Billing Limit on the Amendment Billing Allocation page.</p> |
| <b>Limit Check</b>              | Click to perform limit check for the contract line. This button is visible for rate based contract lines. In amendment mode the existing revenue limits are used to check the limits since the new amounts not yet processed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Related Billing Amount</b>   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Simulate Revenue Pricing</b> | <p>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 <i>RP</i>.</p> <hr/> <p><b>Note:</b> This link is not applicable for recurring contract lines.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Recalculate</b>              | Revenue amounts and status fields are recalculated the same as that noted earlier.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## Contract Line Pricing - Detail

| <b>Field or Control</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quantity</b>         | 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 percent and rate based contract lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Extended Price</b>   | Displays the list price multiplied by quantity. If the quantity is modified on the Amendment Billing Allocation page and the contract line is re-priced then the latest price is multiplied with the quantity and displayed as Extended Price. This field is applicable for amount based contract lines only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Actions</b>          | <p>Select a related action to access other pages relevant to contract pricing. Available related actions are:</p> <ul style="list-style-type: none"> <li>• <b>Review Limits:</b> Available for rate based contract lines on contract classifications other than internal. Select to access the Review Limits page in a new window.</li> <li>• <b>Related Projects:</b> Available for all contract line types and contract classifications except for rate based contract lines on Government contracts. Instead this access is provided through Contract Amounts.</li> <li>• <b>Contract Amounts:</b> Available for rate based contract lines.</li> <li>• <b>Transaction Limits:</b> Available for rate based contract lines on contract classifications other than internal.</li> <li>• <b>Revenue Plan:</b> Available for all contract lines. Select to navigate to the Revenue Plan page. Revenue plan must be assigned for this action to be visible.</li> </ul> |

## Adjustment Line Totals

| <b>Field or Control</b> | <b>Description</b>                                                                                       |
|-------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Revenue Amount</b>   | Summarizes the adjustment to Revenue Amount on amount and percent based lines included in the amendment. |
| <b>Revenue Limit</b>    | Summarizes the adjustment to Revenue Limit on rate based lines included in the amendment.                |
| <b>Total Revenue</b>    | Summarizes the adjustment to total revenue for the contract.                                             |

## 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.

Price Adjustments

Contract

GOVT\_SEPARATE\_SUPPORT

Currency

USD

Total Billing

95,000.00

Total Revenue

95,500.00

Price Adjustment

-500.00

Documented Price Adjustment

2,000.00

Undocumented Price Adjustment

-2,500.00

Attachments

Price Adjustments

Personalize | Find |  

First 1 of 1 Last

| Adjustment Reason Code                                                                         | Description               | Adjustment Type                                                                          | Amount   | Comments                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 COLLECTION  | Expected Collection Issue | Amount  | 2,000.00 | Comments   |

OK

Cancel

| Field or Control                     | Description                                                                                                                                                                                                                         |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Billing</b>                 | Displays the Total Billing Amount including the current adjustment.                                                                                                                                                                 |
| <b>Total Revenue</b>                 | Displays the Total Revenue Amount including the current adjustment.                                                                                                                                                                 |
| <b>Price Adjustment</b>              | Displays the difference between total billing and total revenue.                                                                                                                                                                    |
| <b>Documented Price Adjustment</b>   | 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. |
| <b>Undocumented Price Adjustment</b> | If the difference between Total Billing and Total Revenue is not fully documented, then that amount is displayed here.                                                                                                              |
| <b>Adjustment Reason Code</b>        | Click the prompt to select from the available list of predefined Adjustment Reason Codes.                                                                                                                                           |
| <b>Description</b>                   | Enter suitable description or retain the defaulted description.                                                                                                                                                                     |

| <b>Field or Control</b> | <b>Description</b>                                                                                                                 |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adjustment Type</b>  | Select one of the available adjustment types: <ul style="list-style-type: none"> <li>• Amount</li> <li>• Percent</li> </ul>        |
| <b>Percentage</b>       | Enter percent for price adjustment. Allows both positive and negative values.                                                      |
| <b>Amount</b>           | Enter amount for price adjustment. Percent based adjustments are calculated as percentage of total billing amount on the contract. |
| <b>Comments</b>         | Click to open the Price Adjustment Code Comments modal window and enter detailed description about the price adjustment.           |
| <b>Attachments</b>      | Click to attach any relevant revenue pricing documents.                                                                            |

## Amending Withholding and Release Terms

This section discusses amending withholding and release terms.

### Understanding Withholding and Release Amendments

Amendment processing enables you to track and manage any changes made to a contract or its terms and conditions, and to maintain a historical record of those changes. Because withholding terms and conditions affects billing and revenue recognition (for withholding write-offs), many of the fields and features associated with withholding processing are controlled by amendment processing.

When you are managing a contract that contains withholding, adjustments to the withholding or release terms and conditions may be required throughout the life of the contract. These changes could include:

- Changes to withholding rates.
- Adjustments to withholding or release transaction rows that have been passed to PeopleSoft Billing.

### Managing Changes to Withholding Terms

Government contracts can sometimes span multiple years. During that time, the government may change the rates used to calculate withholding amounts for a contract's lines. When rate changes occur, the contractor must adjust invoices from the contract's inception-to-date. PeopleSoft Contracts enables you to manage these rate adjustments using amendment processing.

After rates are changed, the system uses the new withholding rate to calculate the new inception-to-date amount to be withheld, sums all previously withheld amounts, and calculates the difference to be withheld in the current billing cycle.



To manage withholding and release rate adjustments:

1. Enable amendment processing and make any necessary adjustments to the withholding rates, terms, or conditions.
2. Process the amendment.
3. Run the Contracts/Billing Interface process.

The Contracts/Billing Interface process:

- Calculates the new inception-to-date amount to be withheld, using the new withholding terms.
- Sums all previously withheld amounts.
- Calculates the difference to be withheld in the current billing cycle, creates a withholding (WTH) row containing the amount of the difference, and passes the WTH row to PeopleSoft Billing for processing.

4. Run the Update Contracts/Projects Data process (BIPCC000).

The Contracts/Projects Data process updates the Project Resource Temporary tables (PS\_PROJ\_RES\_TMP\_BI) with all withholding (WTH) and withholding release (WRL) rows created due to the rate change. It also updates the Billing Distribution Status (BI\_DISTRIB\_STATUS) for the invoiced withholding bill lines to *D* (Distributed).

5. Run the Projects Retrieve Billing Items process (PC\_BI\_TO\_PC).

The Projects Retrieve Billing Items process inserts the withholding rows into the Project Costing Project Transaction table (PROJ\_RESOURCE).

## **Managing Manual Adjustments to Withholding and Release Rows in PeopleSoft Billing**

The Contracts/Billing Interface process (CA\_BI\_INTFC) calls the Withholding Calculation process (CA\_WITH\_CALC) to calculate withholding amounts and process withholding release amounts and then passes the resulting withholding rows to PeopleSoft Billing for processing. If an adjustment is required to a withholding-applicable bill line, a withholding line, or a withholding release line, Oracle recommends that you delete the withholding-applicable bill lines, withholding line, or withholding release line from the billing worksheet prior to billing finalization. You can then make any necessary adjustments to the billing, withholding, or withholding release data in PeopleSoft Project Costing or PeopleSoft Contracts, and then run the Contracts/Billing Interface to process the updated rows.

However, if the withholding-applicable, withholding, or withholding release bill rows have already been approved in the billing worksheet and adjustments are required, you must manually calculate and adjust the withholding and withholding release rows in PeopleSoft Billing.

To manually adjust withholding or release transaction rows in PeopleSoft Billing:

1. Manually override the amount for the withholding (WTH) or withholding release (WRL) invoice line in PeopleSoft Billing.
2. Run the billing processes including the billing finalization process (BIIVC001).

This process generates the invoice, includes summarized withholding bill lines on the invoice, sets the invoice date, calculates a due date, and updates the invoice status to *INV* (Invoiced).

3. Run the Projects/Contracts Interface process (BIPCC000).

This process passes withholding adjustment (WAJ) rows and withholding release adjustment (WRJ) rows to the Project Resource Temporary tables (PS\_PROJ\_RES\_TMP\_BI), along with any withholding (WTH) and withholding release (WRL) rows, and sets the Billing Distribution Status (BI\_DISTRIB\_STATUS) to *D* (Distributed).

4. Run the Billing to Projects process (PC\_BI\_TO\_PC) to update the Project Costing Project Transaction table (PROJ\_RSOURCE) with the resulting withholding adjustment (WAJ) data or withholding release adjustment (WRJ) data.

This process also passes any billed (BLD), billed adjustment (BAJ), withholding (WTH), withholding release (WRL), or withholding write-off (WWO) rows, along with billing distribution status data to PeopleSoft Project Costing, which is used to calculate the withholding amounts and inception-to-date costs the next time that the withholding process is run.

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**Note:** When you are adjusting withholding bill rows in PeopleSoft Billing using the Adjust Selected Bill Lines or Adjust Entire Bill pages, Oracle recommends that these types of adjustments are made only on project related bills to ensure that the adjustment information is successfully passed to PeopleSoft Project Costing.

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## Related Links

[Amending Withholding and Release Terms](#)

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## Amending Limits

This section discusses amending limits.

### Amending Limits

Throughout the life of a government contract, you can increase or decrease the limit amount on the contract. After a limit has been set and the contract is active, you must use amendment processing to modify the limit. When amending limits, you must consider the amounts that have been billed or recognized as revenue.

After you modify limits using amendment processing, Oracle recommends that you run the Limits process (CA\_LIMITS) immediately. Doing this ensures that any amounts that were previously marked as over-the-limit are reevaluated against the new limit amounts, converted to billing (BIL) or revenue (REV) rows, and marked as reclaimed from over-the-limit when possible. If you do not run the Limits process after amending limit amounts, the processed amount and excess amount totals on the Limits report do not reflect the conversion of over-the-limit transactions to bill (BIL) or revenue (REV) rows and may therefore be out of date.

This section discusses:

- Amending period of performance controls.

- Modifying transaction limits.
- Increasing limit amounts when billing and revenue recognition have already occurred.
- Decreasing limit amounts when billing and revenue recognition have already occurred.

See [Understanding Limits](#).

## Amending Period of Performance Controls

After you have set up limits that include period of performance controls and activated the contract, you cannot change the period of performance start date. To increase a limit for a contract line that is controlled by period of performance dates, you have two options:

- Amend the contract line, increase the limit (funded amount or fee amounts) and increase the period of performance end date.

This option applies the new limit to the full length of the contract line, from the original start date all the way through to the new end date.

- Amend the contract and add a new contract line with its own period of performance start and end dates, limit amounts, project, and activities.

This option requires you to assign the new contract to a different project and activity combination to enable separate pricing and limit management to occur.

## Modifying Transaction Limits

Transaction limits enable you to apply a limit to a subset of transactions on contract line. After a contract is activated, you can increase or decrease a transaction limit or add a new transaction limit. However, you cannot lower the limit amount below the amount that has already been processed. You must enter an amount that is either equal to or greater than the processed amount. You cannot change the transaction identifier or delete a limit amount unless the contract is in a *Pending* processing status.

## Increasing Limit Amounts When Billing and Revenue Recognition Has Already Occurred

Throughout the life of the contract, you may receive additional funding and need to bill or recognize revenue for transactions that were previously marked as over-the-limit. To manage these situations, you can increase the contract line limit amount or increase the period of performance date range for your contract line, or both. Using amendment processing, you can address either of those scenarios by completing the following steps:

1. Open the contract in amendment mode.

When you use amendment processing to increase the funded amount, funded costs, or funded fee amounts on a contract line, the system performs edit checking to prevent you from increasing the limit amount above the awarded amount entered on the Contract Amounts page for the contract line.

2. Increase the funded limit, revenue limit or the transaction limit as needed.
3. Increase the period of performance end date if needed.

After a contract is active, you can no longer modify the start date for the period of performance date range if the **Control Limits and Billing** check box is selected. You can modify only the end date.

4. Set the amendment to *Ready* status and run amendment processing to include the limit changes in the current version of the contract.
5. Run the Limits process (CA\_LIMITS) to recalculate the processed amount and excess amount totals, convert any previously marked over-the-limit transactions to billing and revenue rows, and mark those rows as reclaimed from over-the-limit where possible.

If using summary limits, the Limits process adds rows in PROJ\_RESOURCE, marks those rows as reclaimed amount in excess and uses the resource type, category, and subcategory defined on the Excess/Reclaim Definition page for the transaction or line.

After the limits are increased, the next time that you run limit processing for billing or revenue, the system checks whether any existing over-the-limit billing (OLT) or over-the-limit revenue (ROL) rows can be released before processing any new billing or revenue rows against the new limit amounts.

## Decreasing Limit Amounts When Billing and Revenue Recognition Has Already Occurred

When you enter data using amendment mode to reduce the funded amount, funded costs, funded fee or revenue limit on a contract line, the system performs edit checking to prevent you from reducing the limit amount below the amount that has been processed to date. The system considers processed amounts as billable amounts that have been or will be processed for billing. In the case of revenue, the system considers processed amounts as revenue amounts that have been or will be recognized for revenue. Reducing a limit amount may involve one of the following scenarios:

- Reduce the limit amount to equal the amount processed to date.

To do this:

1. Run the Limits process (CA\_LIMITS) to recalculate the processed amount and excess amount totals and convert any previously marked over-the-limit transactions to billing and revenue rows where possible.

This action enables the system to display the most current limit data.

2. Open the contract in amendment mode.
3. Modify the contract line limit amounts or the transaction limit amounts to reduce the limits as needed.
4. Run amendment processing to include the limit changes in the current version of the contract.

- Reduce the limit amount below the amount that has been processed to date.

To do this:

1. Create a manual adjustment in PeopleSoft Billing to reduce the amount billed by the amount that you want to reduce the limit.

Optionally, you can also create a negative transaction entry in the Resource Entry page in PeopleSoft Project Costing, depending on which transactions you are trying to adjust.

2. If you are reducing the revenue limit, create a manual adjustment in PeopleSoft General Ledger for the revenue amount booked.

3. If you are reducing the revenue fee limit, create a negative entry on the Revenue Fee Worksheet.
4. Run the PeopleSoft Contracts and PeopleSoft Billing processes to create a billing adjustment transaction entry (BAJ) on the Project Transactions table (PROJ\_RESOURCE).

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**Note:** You do not need to run additional processes to complete your revenue adjustments because they are manual adjustments.

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5. Run the Limits process (CA\_LIMITS) with the **Recalculate Totals Only** option selected to update your processed amounts and excess amounts.
6. Open the contract in amendment mode.
7. Modify the contract line limit amounts or the transaction limit amounts to reduce the limits as needed.
8. Run amendment processing.

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## Amending Cost-Plus Contract Lines

This section discusses amending cost-plus contract lines.

### Understanding Amending Cost-Plus Contract Lines

Cost-plus contract lines are rate-based contract lines associated with a fee type of *Fixed*, *Award*, *Incentive*, or *Other*. Before the contract can be activated, you must enter fee rates and terms on the Contract Amounts page (which is displayed dynamically according to the fee type assigned to the contract line) to enable proper fee calculations. Then, to bill or recognize revenue for your costs and fees, you must define as-incurred billing and revenue plans for your cost-plus contract lines.

Because government contracts containing cost-plus contract lines generally extend over a period of years, fee rates or fee limits may change throughout the life cycle of the contract. After a contract has been activated, you must use amendment processing to make any changes that affect fees.

### Amending Contract Amounts for Cost-Plus Contract Lines

After the contract is set to an *Active* processing status, you must use amendment mode to make any changes to the Contract Amounts page.

You can open the contract in amendment mode from the Contract Amounts page by clicking the **Amend Contract** button. After you are in amendment mode, you can make any required changes to the open fields on the page. Any changes that you make to the cost limit amount or percentages defined on the Contract Amounts page automatically update the corresponding fee worksheet after the amendment is processed. Then, the next time that a fee is processed for the affected worksheet, the modified percentage or amount is used for fee creation, processing, and limit checking.

## Amending Billing and Revenue Plan Assignments for Cost-Plus Contract Lines

The Contract Amounts, Billing, and Revenue Fee Worksheet pages are dynamic in nature and are designed to meet the requirements of the fee type assigned to the rate-based contract line. The Billing and Revenue Fee Worksheet pages are available for use when a billing and revenue recognition plan is assigned to the contract line. You can automatically create as-incurred billing and revenue recognition plans and assign them to the contract line using Revenue/Billing Plan templates, or create them manually after you have added the contract line with its associated fee type to the contract. Because the Contracts Amounts, Billing, and Revenue Fee worksheets are specific to the fee type associated with the contract line, each cost-plus contract line must have its own billing and revenue plan.

After the billing and revenue plans are assigned to the contract line, if you must change the fee type assigned to the contract line, you have the following options:

1. If the contract is in *Pending* processing status, unlink the billing and revenue plans using the **Unassign** button on the Billing and Revenue Plan Assignment pages, delete the contract line for which a fee change is required, and add a new contract line with the appropriate fee.

To change only the billing and revenue plan assignment for a cost-plus contract line, use the **Unassign** button on the Billing and Revenue Plan Assignment pages to unlink the contract line from the billing and revenue plans, and then manually reassign the contract line to new plans using the same Billing and Revenue Plan Assignment pages.

2. If the contract is in *Active* processing status, and no billing or revenue recognition has occurred against the contract line for which a fee type change is required, you must first set the billing and revenue plan statuses to pending or canceled and then unlink the billing and revenue plans using the **Unassign** button on the Billing and Revenue Plan Assignment pages.

Next, you must amend the contract and cancel the contract line for which a fee change is required, and add a new contract line with the appropriate fee. Process the amendment for the changes to take effect.

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**Note:** Any time that you unassign cost-plus contract lines from billing and revenue plans, regardless of whether the fee type is also changed, you must reenter any previously entered data into the new Fee Worksheet pages because data does not transfer from one set of pages to another for different fee types or different billing and revenue plans.

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### Related Links

- “Understanding Revenue Plans” (PeopleSoft Contracts)
- “Understanding Billing in Contracts” (PeopleSoft Contracts)

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## Processing Amendments

This section provides an overview of processing amendments and discusses how to process amendments in batch.

## Page Used to Process Amendments

| <b>Page Name</b>               | <b>Definition Name</b> | <b>Usage</b>                                                             |
|--------------------------------|------------------------|--------------------------------------------------------------------------|
| <u>Process Amendments Page</u> | RUN_CA_CHG             | Process amendments with a status of <i>Ready</i> using batch processing. |

## Understanding Amendment Processing

After all of the business rules are met and the amendment is set to *Ready* status, you must run the amendment process to include the amendments in the current version of the contract and update the amendment status to *Complete*. You can process amendments for a single contract using the **Process Amendments** button, or process amendments for multiple contracts using the Processing Amendments batch process (CA\_CHG\_CTRL).

Depending on the types of changes that you make, the amendment may affect your billing and revenue recognition plans and associated events, which may require further action on your part after the amendment process is complete.

### Related Links

“Understanding Contract Amendments” (PeopleSoft Contracts)

## Process Amendments Page

Use the Process Amendments page (RUN\_CA\_CHG) to process amendments with a status of *Ready* using batch processing.

Navigation:

**Customer Contracts > Create and Amend > Process Amendments**

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

### Process Amendments

Run Control ID 1
Report Manager
Process Monitor
Run

Program Name

Program Name CA\_CHG\_CTRL
Process Frequency Always

Application Options

Process all Ready amendments All

| <b><i>Field or Control</i></b>      | <b><i>Description</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Process all Ready amendments</b> | <p>Select the range of amendments for which this process will run. Values are:</p> <ul style="list-style-type: none"><li>• <i>All</i>: Include all contract amendments in <i>Ready</i> status across all contract business units with a process date that is before or equal to the run date.</li><li>• <i>Value</i>: Limit amendment processing to only one specific contract identifier that contains an amendment in <i>Ready</i> status with a process date that is before or equal to the run date.</li></ul> |



# Contracts Web Libraries for Government Contracting

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## 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 do not have proper access to the system. If users are not authorized to a particular web library or iScript, then they cannot 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*

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## Contracts Web Libraries for Government Contracts

| Web Library Name | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WEBLIB_PORTAL    | <p>Contains the following five fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal:</p> <p>PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation.</p> <p>PORTAL_NAV: Main support routines for navigation.</p> <p>PORTAL_HEADER: Support for the header portion of the page and some generic routines.</p> <p>PORTAL_DYN_TEMP: Support for the dynamic template.</p> <p>PORTAL_PGLT_PREV: Support for the pagelet preview functionality.</p> |

| <b>Web Library Name</b> | <b>Description</b>                                                                                      |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| 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.                                              |
| WEBLIB_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.                                                         |

See “PeopleSoft Contracts Web Libraries” (PeopleSoft Contracts).

# PeopleSoft Contracts for Government Contracting Reports

## PeopleSoft Contracts for Government Contracting Reports: A to Z

This table lists the reports that contain features that are specific to government contracts. All reports delivered for non-government contracts are documented in the PeopleSoft Contracts documentation.

See “PeopleSoft Contracts Reports: A to Z” (PeopleSoft Contracts)

| <b>Report ID and Report Name</b>                                       | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Navigation</b>                                                              | <b>Run Control Page</b> |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------|
| CA_LMT or CA_LMT_XP<br>Active Contracts Limit Amount Management Report | Displays the details of a government contract's limit amounts including funded and revenue cost limit amounts, amount remaining for the limit, amounts in excess, and transaction and processing dates for the limits. The details of the report are determined by the criteria that you set on the Limit Amount Report run control page.                                                                                                                                                                       | <b>Customer Contracts &gt; Reports &gt; Limit Amount &gt; CA_LMT</b>           | RUN_CA_LMT_RPT          |
| CA_LMT2 or CA_LMT2_XP<br>Active Contracts Fee Limits Management Report | Displays the details of a government contract's cost plus contract lines' fee limits including fee type, fee processed amount, fee limit, amount and percentage remaining for the fee limit, and last processing date for the fee limits. The details of the report are determined by the criteria that you set on the Limit Amount Report run control page.<br><br><b>Note:</b> Cost-plus contract line revenue fees must be entered and saved on the revenue fee worksheet to appear on the fee limit report. | <b>Customer Contracts &gt; Reports &gt; Limit Amount &gt; Fee Limit Report</b> | RUN_CA_LMT_RPT          |

