9.2 Stand Alone Contract - Creation to **Activation**

Purpose: Use this document to create a stand alone contract in ctcLink.

Audience: Finance.

- You must have at least one of these local college managed security roles:
 - ZC Contracts Processing
 - ZZ Contract Maintenance
 - ZZ Contract Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.



This type of contract will become a **Fixed Price Contract**. Any As Incurred or Cost Reimbursable Items should be set up as Cost Reimbursable Contract, please refer to **ORG** 9.2 Reimbursable Contract - Creation to Activation.

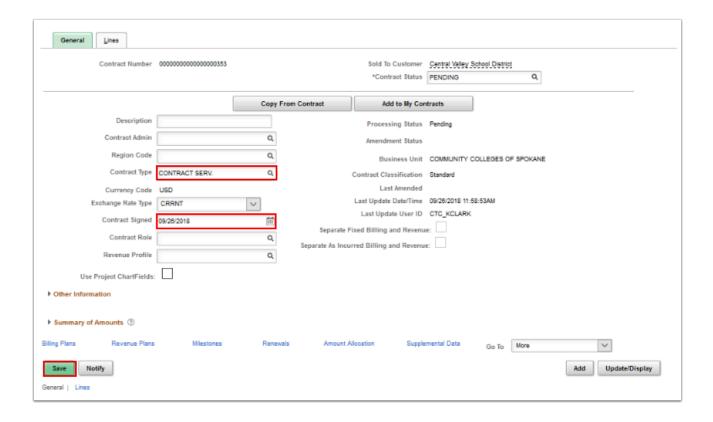
Creating a Stand Alone Contract

Navigation: NavBar > Navigator > Customer Contracts > Create and Amend > General **Information**

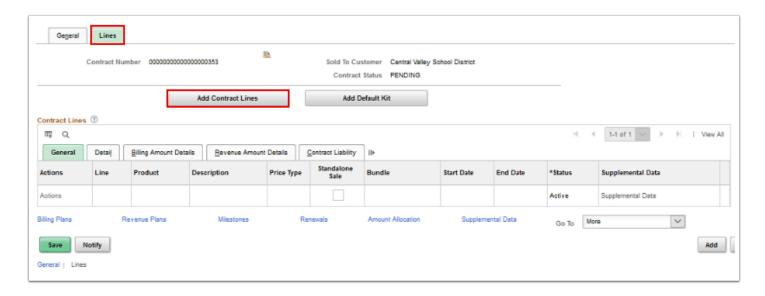
- 1. On the **General Information** search page, select the **Add a New Value** tab.
- 2. Enter or search for the **Business Unit**.
- 3. Leave the Contract field with the default of Next. The system will generate a contract number.
- 4. Enter or search for the **Sold to Customer**. Use the sponsor or customer for contract.
- 5. Leave the **Contract Classification** field with the default of **Standard**.
- 6. The **Separate Fixed Billing and Revenue** field should be unchecked.
- 7. The **Separate As Incurred Billing and Revenue** field should be unchecked.
- 8. Select **Add**. The **General Information** page will display.



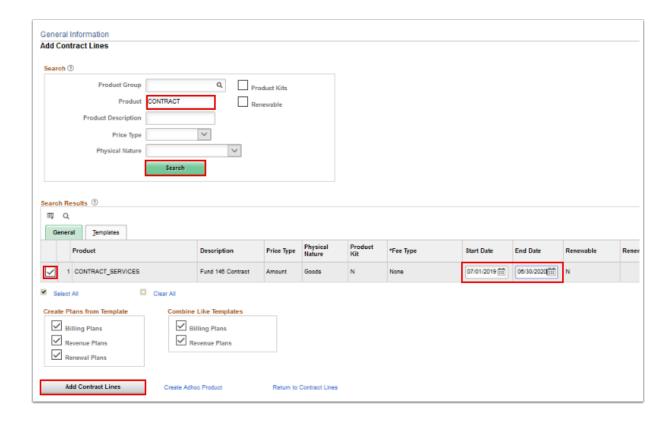
- 9. On the **General tab**, enter **Description**.
- 10. In the Contract Type field, enter or select Contract Serv.
- 11. Enter the **Contract Signed** date. By default, it will default to the current date, so it must be adjusted to the actual date the contract was signed.
- 12. Select Save.



- 13. Select the **Lines** tab.
- 14. Select the Add Contract Lines button. The Add Contract Lines page will display.

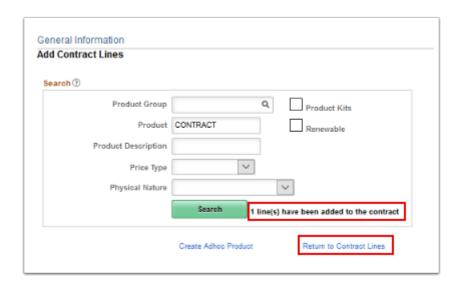


- 15. In the **Product** field, enter in **Contract.**
- 16. Select **Search**.
- 17. In the search results area, a new line appears that has a product of **CONTRACT_SERVICES.** Check the box to select the new line.
- 18. Enter **Start Date** and **End Date** to the contract on the line.
- 19. Select the **Add Contract Lines** button.

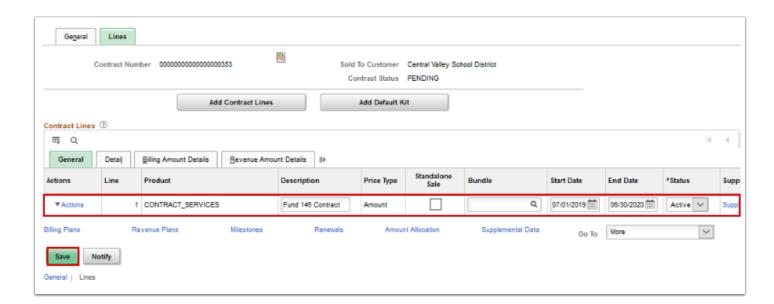


20. In the **Search** box, next to the **Search** button, a new message appears that reads "1 line(s) have been added to the contract".

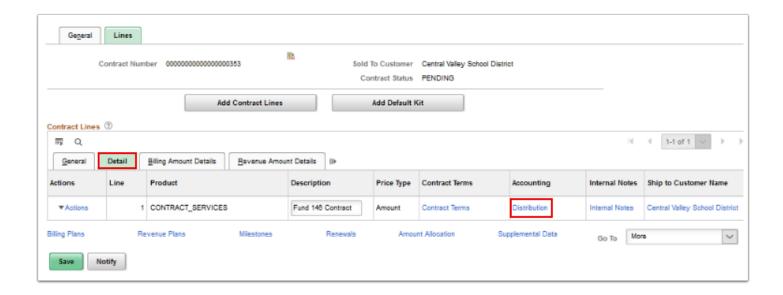
21. Select the **Return to Contract Lines** link. The **Contract Line** page displays.



- 22. The **Contract Line** page includes the new product in the line. The line has the **Start Date** and the **End Date** that was added when the contract line was created.
- 23. Select Save.

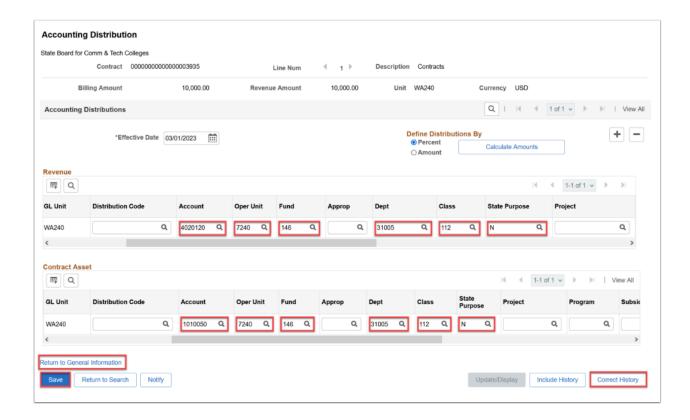


- 24. Select the **Detail** tab under the **Contract Lines** section.
- 25. Select the **Distribution** link under the **Accounting** column.

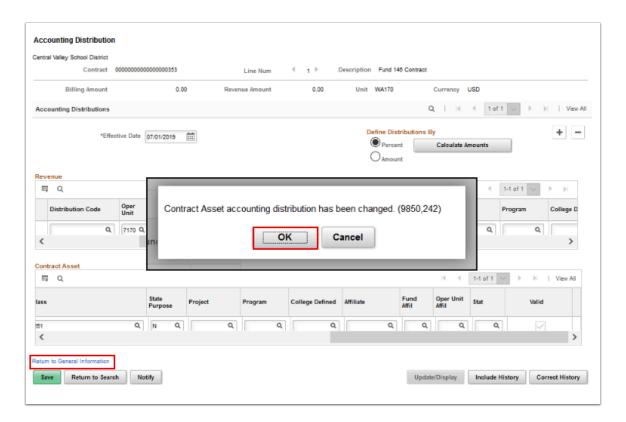


- 26. Select the **Correct History** button.
- 27. Enter the **Revenue** distribution for the contract payment (for this example, Account = 4020120, Operating Unit = 7240, Fund = 146, Dept. = 31005, Class = 112, State Purpose = N).
- 28. Enter the **Contract Asset** distribution for the contract payment (for this example, Account = 1010050, Operating Unit = 7240, Fund = 146, Dept. = 31005, Class = 112, State Purpose = N).
- 29. Select **Save**.

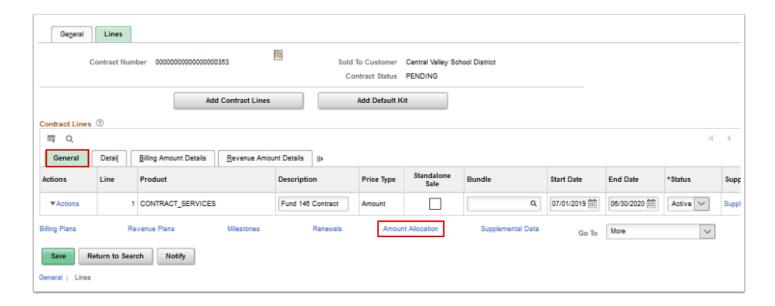
Please contact your local college Finance Director or Budget Manager if unsure of the Accounting distributions.



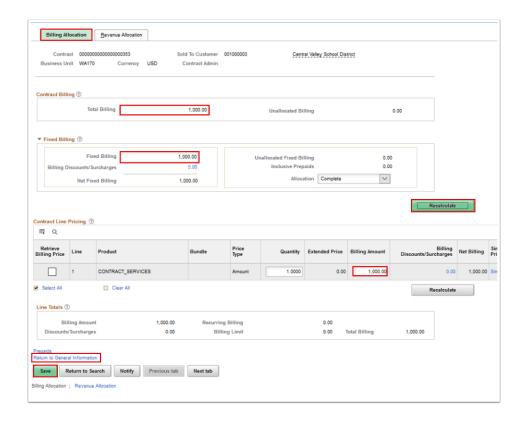
- 30. A message box displays. Select **OK**.
- 31. Select the **Return to General Information** link.



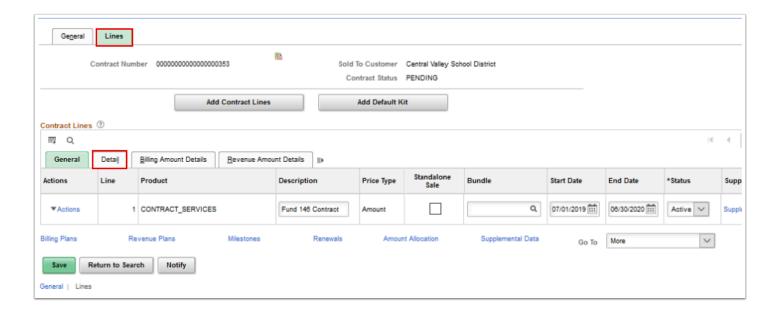
- 32. On the **Lines** tab of the **General Information** page, select the **General** tab.
- 33. Select the **Amount Allocation** link. The **Amount Allocation** page will display.



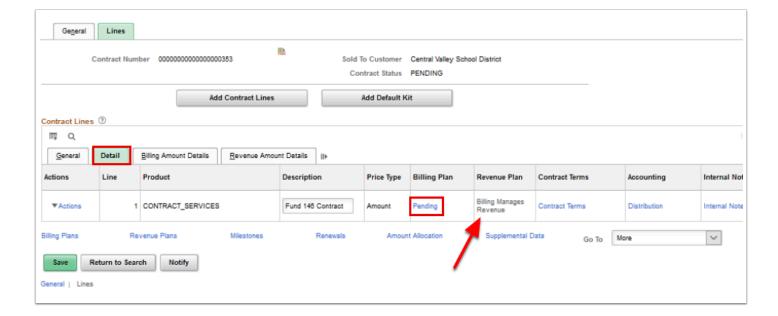
- 34. On the Billing Allocation tab, enter the amount for the contract in the Total Billing field.
- 35. Enter same amount in the **Fixed Billing** field.
- 36. In the **Contract Line Pricing** section of page, enter the same amount in the **Billing Amount** column.
- 37. Select the **Recalculate** button.
- 38. Select Save.
- 39. Select the **Return to General Information** link.



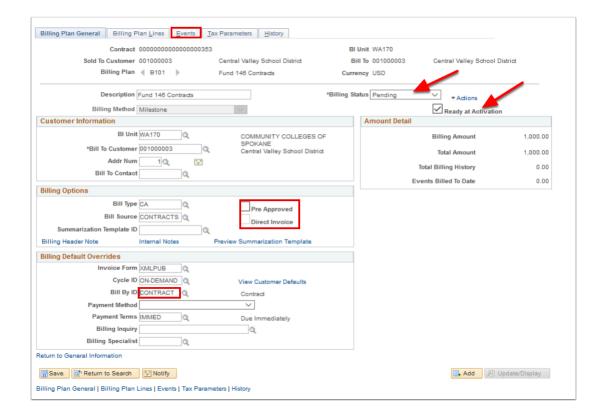
40. On the **Lines** tab, select the **Detail** tab.



41. On the **Details** tab, select the **Pending** link in the **Bill Plan** column and ensure the **Revenue Plan** = "Billing Manages Revenue". The **Define Billing Plan** page will display.



- 42. On the **Billing Plan General** tab, in the **Billing Default Overrides** section, enter **Contract** in **Bill By ID**.
- 43. Modify any other field(s) necessary for the appropriate billing information.
- 44. The **Pre Approved** and **Direct Invoice** checkboxes should be unchecked.
- 45. Notice that the **Billing Status** is set to "Pending" and the **Ready at Activation** field has a checkmark in it. This will allow the bill plan to become activated when the contract is set to "Active".
- 46. Select the **Events** tab.



47. On the **Events** tab, select the **Add New Event** button. A new Event Detail line will display.

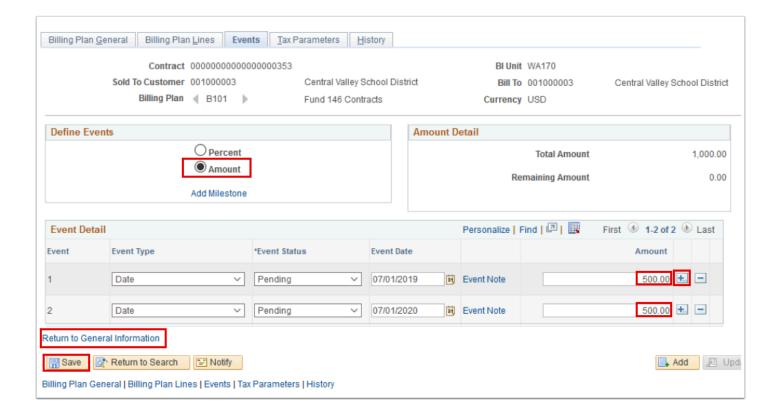


- 48. Change the **Define Events** selection from **Percent** to **Amount** by selecting the radio button next to **Amount**. (This will change the **Event Detail** line to an amount based row and allow the event to be billed by a specific date).
 - **NOTE**: The **Event** status comes over as "Pending", the status should stay like that until the line is completely filled out and ready to be billed. At that point change the line to "Ready".

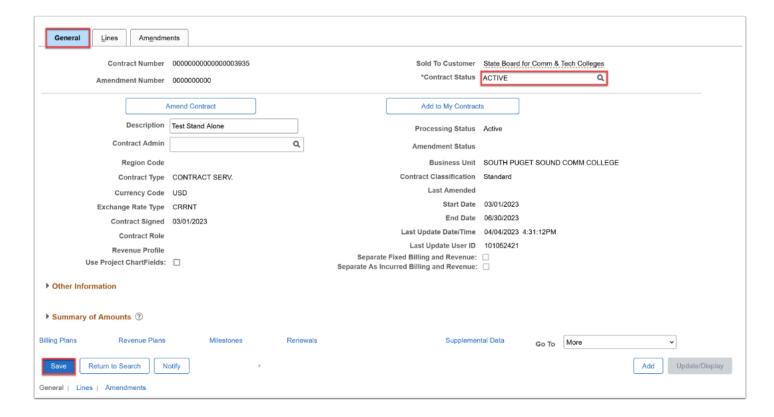
This action makes the event ready for invoicing on the event date set in the system.

To change any value on the lines in Event Detail, the line status has to be "Pending". Any other status will not allow the values to be changed.

- 49. If there is a need for more billing events, select the **Add a New Row [+]** icon at the end of the event detail row and enter the number of lines needed.
- 50. Split out the payments so that the amounts in the events equal the TOTAL of the lines in the **Event Detail**.
- 51. In the **Amount Detail** box, the **Total Amount** will be equal to the **Remaining Amount** before the record is saved.
- 52. Select **Save**.
- 53. Select the **Return to General Information** link.



- 54. On the **Lines** tab of the **General Information** page, select the **General** tab.
- 55. Change the **Contract Status** from "Pending" to "Active".
- 56. Select **Save**.



57. Process Complete.