

Running the Contracts Billing Management Report

Purpose: Use this document as a reference for running the Contracts Billing Management Report in ctcLink.

Audience: Settlement Manager, GL Accountant

Navigation: Main Menu > Customer Contracts > Reports > Billing Management

Running the Contracts Billing Management Report

1. Enter an existing Run Control ID or click the **Add a New Value** tab on the **Bill Management** page to add a new value.
 1. Enter a Run Control ID for the accounting entry creation process in the **Run Control ID** field.

Note: A Run Control ID is an identifier that, when paired with a User ID, uniquely identifies the process that is running. The Run Control ID defines parameters that are used when a process is run. These parameters ensure that when a process runs in the background, the system does not prompt the user for additional values.

2. Click the **Add** button.

Billing Management

Find an Existing Value

Add a New Value

Run Control ID:

BILL_MANAGE_RPT(SV)

Add

Find an Existing Value

Add a New Value

2. Use the **Billing Management Report** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.
 1. Enter or select the appropriate business unit in the **Business Unit** field.
 2. Use the **Billing Plan Status** drop-down button to select the 'Ready' option.
 3. Click the **Run** button.

Billing Management Report

Run Control ID BILL_MANAGE_RPT (SV) Report Manager Process Monitor Run

Contract Options

Business Unit WA170 Spokane District

Contract Type %

Contract Classification Standard

Sold To Customer %

*Processing Status Active

Contract %

Contract Admin Enter a name or leave blank

Billing Options

Billing Plan Status Ready

#Days to Event Date Enter number or leave blank

Save Notify Add Update/Display

3. Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.
 1. Use the **Server Name** drop-down button to select the appropriate processing server for the request.

 **Note:** The **Server Name** field can be left blank.

2. Click the **OK** button.

Process Scheduler Request

Help

User ID CTC_TSKELTON

Run Control ID BILL_MANAGE_RPT(SV)

Server Name PSUNX

Run Date 06/23/2015

Recurrence

Run Time 10:26:29AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CA_BILL_XP	CA_BILL_XP	BI Publisher	Web	PDF	Distribution

OK

Cancel

Note: A Process Instance number appears. This number helps identify the process that has been run.

4. Click the **Process Monitor** link.

Billing Management Report

Run Control ID BILL_MANAGE_RPT (SV)

Report Manager

Process Monitor

Run

Process Instance:39675

Contract Options

Business Unit WA170

Spokane District

Contract Type %

Contract Classification Standard

Sold To Customer %

*Processing Status Active

Contract %

Contract Admin Enter a name or leave blank

Billing Options

Billing Plan Status Ready

#Days to Event Date Enter number or leave blank

Save

Notify

Add

Update/Display

5. Use the **Process List** page to view the status of submitted process requests.

Note: The process has finished successfully when the **Run Status** column indicates 'Success.'

6. Click the **Go back to Billing Management** link.

Process List

Server List

View Process Request For

User ID

CTC_TSKELTON

Type

Last

1

Days

Refresh

Server

Name

Instance

to

Run Status

Distribution Status

Save On Refresh

Process List

Personalize

Find

View All

First

1 of 1

Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	39675		BI Publisher	CA_BILL_XP	CTC_TSKELTON	06/23/2015 10:26:29AM PDT	Success	Posted	Details

[Go back to Billing Management](#)

Save

Notify

Process List | Server List

7. Click the **Report Manager** link.

Billing Management Report

Run Control ID

BILL_MANAGE_RPT

Report Manager

Process Monitor

Run

(SV)

Contract Options

Business Unit

WA170

Spokane District

Contract Type

%

Contract Classification

Standard

Sold To Customer

%

*Processing Status

Active

Contract

%

Contract Admin

Enter a name or leave blank

Billing Options

Billing Plan Status

Ready

#Days to Event Date

Enter number or leave blank

Save

Return to Search

Notify

Add

Update/Display

8. Click the **Administration** tab.

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

Folder Instance to Refresh

Name Created On 31 Last 1 Days

Reports Personalize | Find | View All | First 1 of 1 Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	CA_BILL_XP - CA_BILL_XP.pdf	CA_BILL_XP - CA_BILL_XP.PDF	General	06/23/15 10:33AM	33640	39675

9. Click the **CA_BILL_XP - CA_BILL_XP.pdf** file in the **Description** column.

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID CTC_TSKELTO Type Last 30 Days Refresh

Status Folder Instance 39675 to

Report List Personalize | Find | View All | First 1 of 1 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	33640	39675	CA_BILL_XP - CA_BILL_XP.pdf	06/23/2015 10:33:25AM	Acrobat (*.pdf)	Posted	Details

10. Review the Contracts Billing Management Report.

USD

Totals for BU WA170 in USD	248,767.00
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