## 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

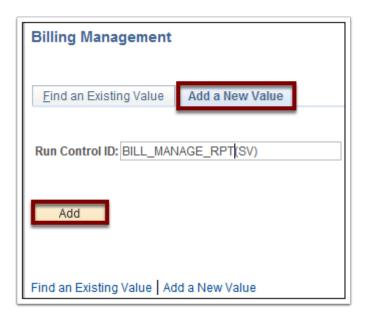
Navigation: Main Menu > Customer Contracts > Reports > Billing Management

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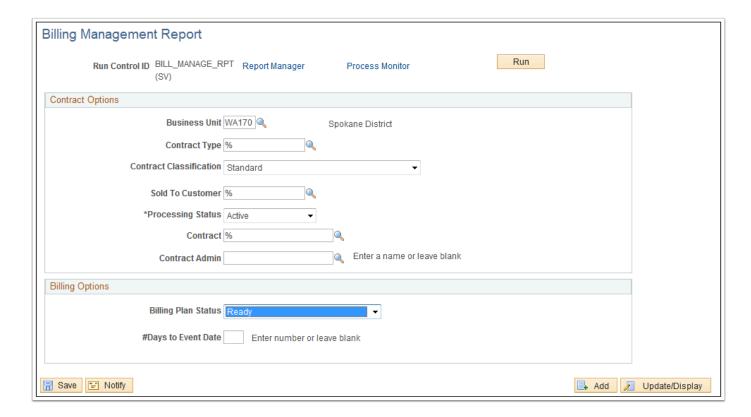
- 1. Enter an existing Run Control ID or click the **Add a New Value** tab on the **Bill Management** page to add a new value.
  - 1. Enter a Run Control ID for the accounting entry creation process in the **Run Control ID** field.

**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.



- 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.

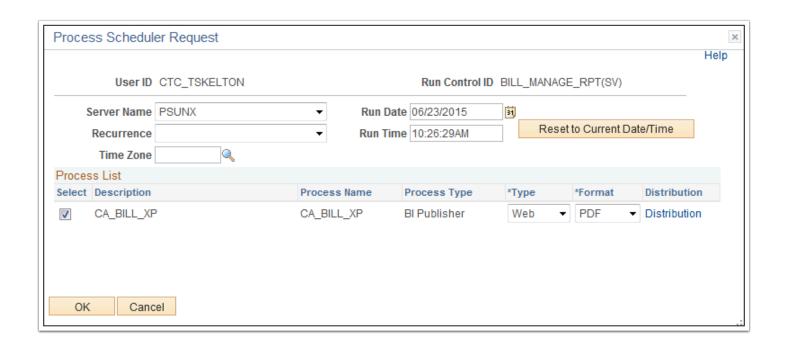


- 3. Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.
  - 1. Use the **Server Name** drop-down button to select the appropriate processing server for the request.

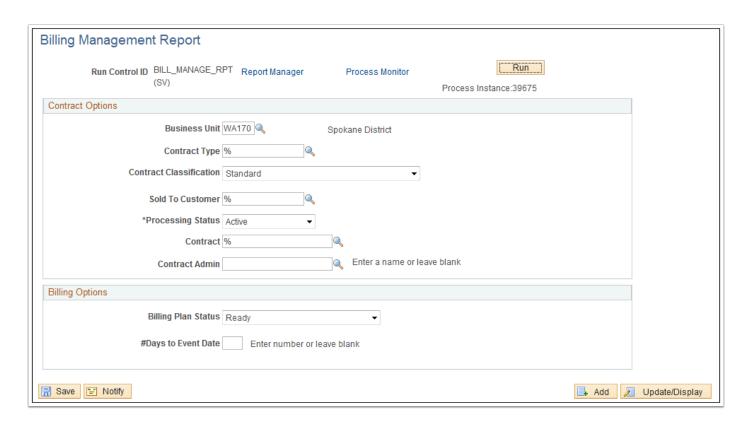


Note: The Server Name field can be left blank.

2. Click the **OK** button.



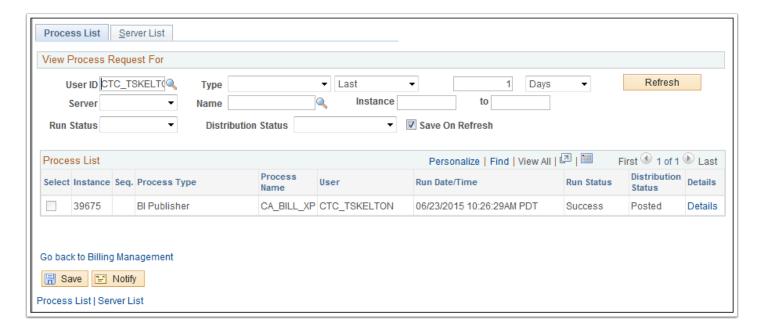
- Note: A Process Instance number appears. This number helps identify the process that has been run.
- 4. Click the **Process Monitor** link.



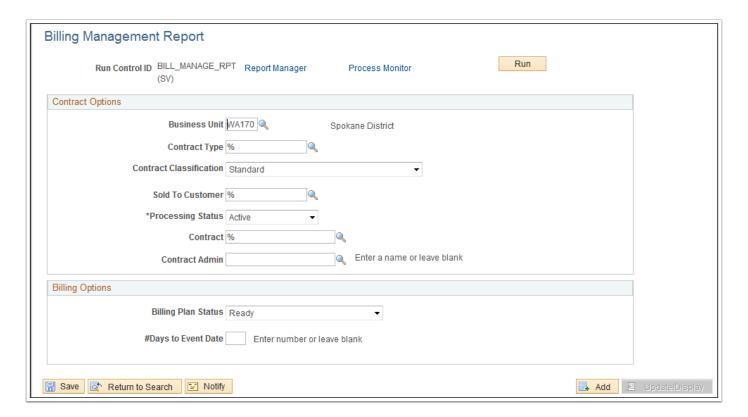
5. Use the **Process List** page to view the status of submitted process requests.

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

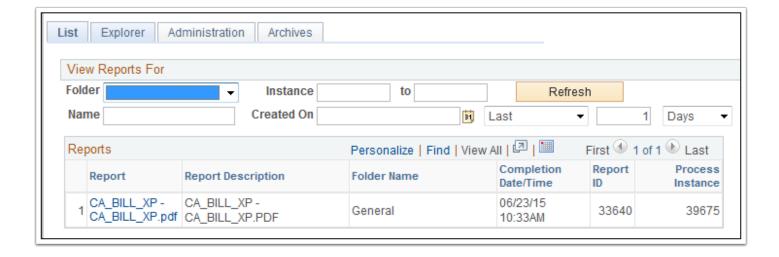
6. Click the **Go back to Billing Management** link.



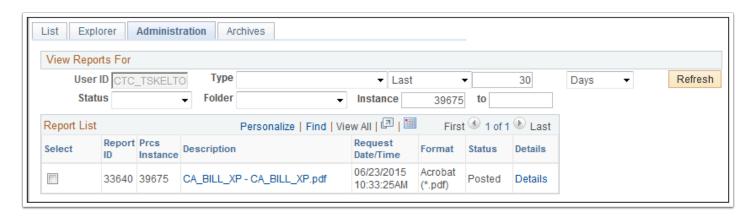
7. Click the **Report Manager** link.



8. Click the **Administration** tab.



9. Click the **CA\_BILL\_XP - CA\_BILL\_XP.pdf file** in the **Description** column.



10. Review the Contracts Billing Management Report.

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Business Contract Sold To Customer FIN00108		WA170 Spo USD Contract Type GRANT	kane District <u>Bill Plan Id</u> B101	Billing Method Milestone	Event Num	Event Type Date	Event Status Ready	Milestone Event Origin	Milestone Nbr	Event Date 2/1/2014	Amou 0.
FIN00108 FIN00108	00000000000000000000000000000000000000	GRANT GRANT	B101 B101	Milestone Milestone	3	Date Date	Ready Ready			5/31/2015 12/31/2015 VA170 in USE	125,000: 123,767: 248,767: