

OLT Rows (Over the Limit)

Purpose: Use this document to go through the process to release the OLT transaction on the Limit Details page, so the system can convert the OLT row back to a BIL; to be sent to billing and booked to revenue.

Audience: Finance/Grant Fiscal Staff.

❗ You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

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

⚠ NOTE:

- Over the Limit (OLT) rows occur when the expense transaction(s) would result in total expenses being more than/over the limit/total value of the contract. This usually occurs when a college increases the grant budget and does not also increase the contract limit/total value.
- The OLT transaction rows will not be billed nor recognized as revenue.
- The over-the-limit rows are excluded from billing and revenue processing until you release the OLT transaction or increase the limit and rerun the Limits process.
- After you release the OLT transaction on the Limit Details page, please submit a Service Ticket to request to Run the Pricing Process. The SBCTC will run a process that converts the OLT row back to a BIL so it can be sent to billing and booked to revenue the next time that the billing and revenue processes are run.

Run the **CTC_PR_OLT_ROWS** Query. Enter your **Business Unit** and select **View Results**. Recommend running this Query before running Grant Billing each month.

CTC_PR_OLT_ROWS - OLT rows In Proj Res

Unit: **WA100**

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)

View All

Row	Unit	Project	Activity	GL Unit	Journal ID	Date	Line #	Year	Period	Account	Dept	Fund	Approp	Class	Program	Subsid	State Purpose	Fund Affil	Ledger Grp	An Type	Asset ID	Contract	Line	R Distrib	Bill Dt	Invoice	Customer	Item ID	BU Amount
1	WA100	0000005074	INSTR	WA100			0	0	0	5050030	70009	145		112		N			ACTUALS	OLT	00000000000000000000	1897	1	P			FIN00107		12100.000
2	WA100	0000005095	INSTR	WA100			0	0	0	5050020	70009	145		112		N			ACTUALS	OLT	00000000000000000000	1918	1	P			FIN00107		1800.000

! You must have at least one of these local college managed security roles:

- ZC Awards Processing
- ZZ Awards Processing

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

Navigation: Grants > Awards > Award Profile > Funding Inquiry tab

💡 Search for and select the applicable grant then navigate to the **Funding Inquiry** tab. Check to see if the **Total Billing Limit Amount** = the **Total Posted Budget Amount**.

Award
Funding
Resources
Certifications
Terms
Milestones
Key Words
Funding Inquiry

Award ID 00000000000000001918

Reference Award Number 110-JSP-22SD

Total Projected Award Amount \$32,700.00

Total Reported Award Amount \$32,700.00

Total Posted Budget Amount \$35,600.00

Total Limit Amount \$32,700.00

Begin Date 08/01/2021

End Date 08/31/2022

Recalculate the Amounts

Contract Lines
Find | View All First 1 of 1 Last

Contract Line 1

Total Posted Budget Amount \$35,600.00

Billing Limit Amount \$32,700.00

Project Detail
Personalize | Find | First 1-4 of 4 Last

Project	Activity	Funded Amount	Posted Budget Amount
1 0000005095	ADMIN	\$5,500.00	\$5,500.00
2 0000005095	CONV		
3 0000005095	INSTR	\$28,900.00	\$28,900.00
4 0000005095	PRJDV	\$1,200.00	\$1,200.00

Save
Return to Search
Notify
Refresh
Add
Update/Display

💡 OR within the [Grants WorkCenter](#) run the **Posted Budget Amount < > Billing Limit** report to verify if your **Posted Budget Amount = Limit Amount**.

Posted Budget Amount <> Billing Limit							
Posted Budget Amount <> Billing Limit							
Personalize Find View All First 1-6							
General	Details						
Business Unit	Contract	Description	Awarding Sponsor	Entered Sponsor Budget Amount	Posted Budget Amount	Limit Amount	Currency
WA240	00000000000000003348	FY22 MENTORLINKS	South Puget Sound Community College	21000.00	24000.00	20000.00	USD

Contract Amendment

The Contract needs to have the billing limit increased to reflect the proper billing limit. This needs to be done through a contract amendment.

❗ 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.

Navigation: Customer Contracts > Create and Amend > Define Contract General Info

1. On the **General Information** search page, select the **Find and Existing Value** tab.
2. Enter **Business Unit**.
3. Enter or lookup the **Contract** to be amended.
4. Select the **Amend Contract** button. The **Amendments** tab will display.

General | Lines | Amendments

Contract Number 00000000000000003348
Amendment Number 0000000000

Sold To Customer South Puget Sound Community College
Contract Status ACTIVE

Amend Contract **Add to My Contracts**

Description FY22 MENTORLINKS
Contract Admin

Region Code
Contract Type GRANT
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 07/01/2021
Contract Role
Revenue Profile
Use Project ChartFields: ☐

Processing Status Active
Amendment Status Complete
Business Unit SOUTH PUGET SOUND COMM COLLEGE
Contract Classification Standard
Start Date 07/01/2021
End Date 08/30/2024
Last Update Date/Time 05/23/2022 3:37:15PM
Last Update User ID 10105
Separate Fixed Billing and Revenue: ☐
Separate As Incurred Billing and Revenue: ☐

Other Information
Summary of Amounts ?

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify

- On the **Amendments** tab, use the drop down arrows to select the **Amendment Type** and **Reason**.
- The Process Date defaults to the current date. Select the **Save** button.
- Select the **Details** link. The **Amendment Details** page will display.

General | Lines | **Amendments**

Contract Number 00000000000000003348
Pending Amendment 0000000001

Sold To Customer South Puget Sound Community College
Contract Status ACTIVE

View Current

Amendments

1-2 of 2 | View All

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. | II

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			05/23/2022	Complete	Detail	Notes
0000000001	Scope Change	Scope Change	02/12/2024	Pending	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments

- On the **Amendment Details** page, enter the **Total Billing Adjustment** (the amount needed to increase the Limit Amount). Select **Save**.
- Then select the **Amendment Amount Allocation** link.

Amendment Details

Contract 00000000000000003348 Amendment Number 0000000001
Sold To Customer FIN00148

Amendment Type Scope Change *Process Date 02/12/2024
Amendment Reason Scope Change *Amendment Status Pending

Total Billing Adjustment 3,000.00 Total Revenue Adjustment 3,000.00
Fixed Billing Adjustment 0.00 Fixed Revenue Adjustment 0.00
Fixed Billing Allocation Incomplete Fixed Revenue Allocation Incomplete

► **Additional Amendment Details**

Reference ID User Ref #1
User Ref #2

Amendment Components

General Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1					

Amendment Amount Allocation Internal Notes
Return to General Information

Save Return to Search Notify

10. On the **Amendment Amount Allocation** page, enter the **New Billing Limit**.
11. Select the **Recalculate** button.

Amendment Billing Allocation Amendment Revenue Allocation

Contract 00000000000000003348 Amendment 0000000001
Business Unit WA240 Amendment Type Scope Change
Sold To FIN00148 South Puget Sound Community College Amendment Reason Scope Change
Currency USD

Contract Billing

Total Billing Adjustment 3,000.00 Unallocated Billing 3,000.00
Total Billing After Adjustment 23,000.00

Fixed Billing

Fixed Billing Adjustment 0.00 Unallocated Fixed Billing 0.00
Discount / Surcharge 0.00 Inclusive Prepays Adjustment 0.00
Net Adjustment 0.00 Allocation Incomplete

Contract Line Pricing

Amounts Detail

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
	1	GRANT_SVC	20,000.00	23000.00		Limit Check

Select All Clear All Recalculate

Adjustment Line Totals


Billing Amount 0.00 Recurring Billing 0.00 Total Billing 0.00
Discounts/Surcharges 0.00 Billing Limit 0.00

Prepays
Return to Amendment Details

Save Return to Search Notify Previous tab Next tab

12. Notice that the **Allocation** is now marked "Complete". Select the **Save** Button.
13. Select the **Return to Amendment Details** hyperlink.

Releasing OLT Rows



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.

Navigation: Customer Contracts > Create and Amend > Define Contract General Info

1. On the **General Information** page, select the **Lines** tab.
2. In the Contract Lines section, select the **Detail** tab.
3. Select the **Contract Terms** link. The **Contract Terms** page will display.

< General

Define Contract General Info

General

Lines

Amendments

Contract Number00000000000000003621

Sold To CustomerState Board for Comm & Tech Colleges

Amendment Number0000000000

Contract StatusACTIVE

Amend Contract

Contract Lines ?

General

Detail

Billing Amount Details

Revenue Amount Details

||>

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accountin
▼ Actions	1	GRANT_SVC	Reimbursable Grant S	Rate	In Progress	In Progress	Contract Terms	Distributor

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go

Save

Return to Search

Notify

General

Lines

Amendments

4. On the **Contract Terms** page, select the **Review Limits** link. The **Review Limits** page will display.

Contract Terms

Related Projects | Contract Amendments

Contract Number: 00000000000000003621
 Amendment Number: 0000000000
 Sold To Customer: State Board for Comm & Tech Colleges
 Contract Status: ACTIVE

Contract Line: 1
 Product: GRANT_SVC
 Description: Reimbursable Grant Services

Amend Contract

PC Business Unit: WA240
 Billing Limit: 3,868.00
 Revenue Limit: 3,868.00
 Discount ID:

Transaction Limits
 Review Limits
 Perform Limit Checking

Retainage ID
☐ Tiered Pricing
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Associated Rates

Effective Date	Status	Rate Selection	Rate Set
1 01/01/1900	Active	Rate Set	AS_INC

Associated Projects & Activities

*Project	*Activity	Description
0000007863	BDL23	2022-23 BEDA Leadership Block

- On the **Review Limits** page, select **Search** button to populate the results below.
- In the **Limits** section, select the **Excess** tab.
- Select the **Excess Amount** hyperlink.

Review Limits

Search Criteria

*Business Unit: WA240
 Limit Type: Funded/Billing
 Sold To Customer: FIN00107
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: 00000000000000003621
 Contract Line: 1

Search Clear

Limits

Remaining Excess Dates

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1 00000000000000003621	1		3,868.00	3,868.00	300.00

Return to Contract Terms

- The **Limit Details** window displays. Select **Search** button to populate the results below.
- In the Excess Transaction section, mark the **Select Limit Transaction line(s)** tagged as Over the Limit.
- Select the **Release** button, so the OLT lines can be 're-priced'.



Utilize the **Select All** or **Clear All** functions to quickly check/uncheck all OLT lines.

Limit Details

Contract Number	000000000000003621	Description	2022-23 BEDA Leadership Block
Amendment Number	0000000000	Contract Type	GRANT
Business Unit	SOUTH PUGET SOUND COMM COLLEGE	Contract Classification	Standard
Sold To Customer	State Board for Comm & Tech Colleges	Contract Status	ACTIVE
Contract Admin		Processing Status	Active
Currency Code	USD		

Contract Line	1	Description	Reimbursable Grant Services
Product ID	GRANT_SVC	Price Type	Rate
Fee Type	None		

Limit Type	Funded/Billing	Transaction Identifier	
Limit Amount	3,868.00	Processed Amount	3,868.00
Remaining Amount	0.00	Excess Amount	300.00

Date Type From Date Through Date

Excess Transactions

1-1 of 1

Select Limit Transaction	Transaction Date	Accounting Date	Foreign Amount	Foreign Currency Code	Projects Business Unit Amount	Currency Code	
1	<input checked="" type="checkbox"/>	06/30/2023	07/01/2023	300.00	USD	300.00	USD

☒ Select All ☐ Clear All

[Return to Review Limits](#)

12. The **Review Limits** page automatically saves. Notice the **Excess Amount** is now zero.

Review Limits

Search Criteria

*Business Unit	WA100	Contract Admin	
Limit Type	Funded/Billing	Contract Type	
Sold To Customer	FIN00107	Contract Classification	
Review By	All	Contract	00000000000000001918
Max Remaining %		Contract Line	1

Limits

1-1 of 1 | View All

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1 00000000000000001918	1		35,600.00	33,875.66	0.00

[Return to Contract Terms](#)

13. Process complete.

- ! The **Cost Collection Process** will turn 'OLT' Lines back into 'BIL' Lines: After the Cost Collection** process runs automatically every night, the OLT lines will be picked up as BIL lines in Project Resource ready for Billing the next day.**If under a deadline and unable to wait until the next day, please submit a Service Ticket requesting to run the Pricing Process and include your Business Unit and Grant Contract ID number.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. This video includes audio and closed captioning. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to access the [OLT Rows](#) training session. This link will open in a new tab/window.