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.

ст	C_PR	OLT_ROWS	6 - OL1	rows	in Pro	j Res																			
Uni Vi De	WA10 ew Res wnload w All	llts results in : Ex	cel Spre	adShee	t CSV	Text F	ile)	(ML File (2 kb)																
Ro	v Uni	Project	Activity	GL Unit	Journal ID	Date	Line #	Year Period	Account	Dept	Fund	Approp Class P	rogram	Subsid P	State Purpose	Fund Affil	Ledger Grp	An Typ	Asset ID	Contract	Line BI Distrib	Dt Invoi	e Customer	Item ID	BU Amount
1	WA1	0 0000005074	INSTR	WA100			0	0 0	5050030	70009	145	112		N	N		ACTUALS	OLT		0000000000000001897	1 P		FIN00107		12100.000
2	WA1	0 0000005095	INSTR	WA100			0	0 0	5050020	70009	145	112		N	N		ACTUALS	OLI		0000000000000001918	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.

vard <u>F</u> unding	Resources Certif	ications Terms M	ilestones Key Words Fur	nding Inquiry
	Award ID	000000000000000000000000000000000000000	18	
Ref	ference Award Number	110-JSP-22SD		
Total Pro	ojected Award Amount	\$32,700.00		
Total Re	eported Award Amount	\$32,700.00		
Total F	osted Budget Amount	\$35,600.00		
	Total Limit Amount	\$32,700.00		
	Begin Date	08/01/2021		
	End Date	08/31/2022		Recalculate the Amounts
ontract Lines				Find View All First 🕢 1 of 1 🕟 Last
	Contract Line	1	Total Posted Budget Am	nount \$35,600.00
	Billing Limit Amount	\$32,700.00		
Project Detail	Billing Limit Amount	\$32,700.00	Personalize Find	1 🗗 🔣 First 🚯 1-4 of 4 🕟 Last
Project Detail Project	Billing Limit Amount	\$32,700.00	Personalize Find	ا 🕼 🔜 First 🚯 1-4 of 4 🕭 Last Posted Budget Amount
Project Detail Project 1 0000005095	Billing Limit Amount Activity ADMIN	\$32,700.00	Personalize Find Funded Amount \$5,500.00	Posted Budget Amount \$5,500.00
Project Project 1 0000005095 2 0000005095	Billing Limit Amount Activity ADMIN CONV	\$32,700.00	Personalize Find Funded Amount \$5,500.00	Image: State of the state o
Project Detail Project 000005095 2 0000005095 3 0000005095	Billing Limit Amount Activity Activity CONV INSTR	\$32,700.00	Personalize Find Funded Amount \$5,500.00 \$28,900.00	B Image: Constraint of the state of the sta
Project 1 0000005095 2 2 0000005095 3 0000005095 3 0000005095 4 0000005095	Billing Limit Amount Activity ADMIN CONV INSTR PRJDV	\$32,700.00	Personalize Find Funded Amount \$5,500.00 \$28,900.00 \$1,200.00	First () 1-4 of 4 () Last Posted Budget Amount \$5,500.00 \$ \$528,900.00 \$ \$ \$1,200.00 \$ \$

OR within the <u>Grants WorkCenter</u> run the Posted Budget Amount <> Billing Limit report to verify if your Posted Budget Amount = Limit Amount.

Posted Budget Amount <> Billing Limit										
	Posted Bu	Posted Budget Amount <> Billing Limit Personalize Find View All First @ 1.4								
	Business	Details			Entered Sponsor					
	Unit	Contract	Description	Awarding Sponsor	Budget Amount	Posted Budget Amount	Limit Amount	Currency		
	WA240	00000000000003348	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 Amendm	ients		
Contract Number Amendment Number	0000000000000003348	Sold To Cu ^Contrac	stomer South Puget Sound Community College
	Amend Contract	Add to M	y Contracts
Description	FY22 MENTORLINKS	Processing	g Status Active
Contract Admin		Q Amendmen	t Status Complete
Region Code		Busine	ess Unit SOUTH PUGET SOUND COMM COLLEGE
Contract Type	GRANT	Contract Classi	fication Standard
Currency Code	USD	St	art Date 07/01/2021
Exchange Rate Type	CRRNT	E	nd Date 08/30/2024
Contract Signed	07/01/2021	Last Update Da	tte/Time 05/23/2022 3:37:15PM
Contract Role		Last Update	User ID 10105
Revenue Profile		Separate Fixed Billing and R Separate As Incurred Billing and R	evenue:
Use Project ChartFields	: 🗆	ooparate As mounted bining and h	
Other Information			
Summary of Amounts ⑦			
Billing Plans Revenue Plans	Milestones R	enewals S	upplemental Data Go To More
Save Return to Search	Notify		

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

General Lines Amendments											
Contract Number 000000000000000003348 Sold To Customer South Puget Sound Community College Pending Amendment 000000001 Contract Status ACTIVE											
View Current											
Amendments											
Image: Constraint of the second secon											
General <u>S</u> ta	tistics Billing Amended Amounts	Revenue Amended Amounts	M	lisc. Ⅱ							
Amendment	Amendment Type	Reason		Process Date	Amendment Status	Detail	Notes				
000000000				05/23/2022	Complete	Detail	Notes				
000000001	Scope Change	Scope Change	-	02/12/2024	Pending	Detail	Notes				
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To											
Save Return to Search Notify											
General Lines A	General Lines Amendments										

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

Amendment Details										
Contract 000 Sold To Customer FIN0	000000000003348 0148		Amendment Number	000000001						
Amendment Type Sco Amendment Reason Sco	pe Change v		*Process Dat *Amendment Statu	e 02/12/2024 📰 s Pending 🗸						
Total Billing Adjustment 3,00 Fixed Billing Adjustment 0.00 Fixed Billing Aljocation Inco ▶ Additional Amendment Details	0.00	To Fix Fi	tal Revenue Adjustmen ed Revenue Adjustmen xed Revenue Allocation	it 3,000.00 it 0.00 n Incomplete						
Reference ID			User Ref #1							
Amendment Components					M	•				
Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New	Value				
1										
Amendment Amount Allocation Return to General Information Save Return to Search Noti	mendment Amount Allocation Internal Notes eturn 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 Ame	ndment Revenue Allocation						
Conti	ract 000000000000	00003348						
Business	Unit WA240			Ar	mendment 000	0000001		
Sol	d To FIN00148	South Puget Sound Com	munity College	Amend	ment Type Sco	pe Change		
Curre	ncy USD			Amendme	nt Reason Sco	pe Change		
Contract Billing ⑦								
Tot	tal Billing Adjustment	3,000.00		Unallocated Billing		3,000.00		
Total Bil	lling After Adjustment	23,000.00)					
Fixed Billing (2)								
Fixe	ed Billing Adjustment	0.00	Unallocated	I Fixed Billing		0.00	A 4	
1	Discount / Surcharge	0.00	Inclusive Prepaid	ls Adjustment		0.00	Recalculate	
	Net Adjustment	0.00	-	Allocation Incom	plete	~		
Contract Line Pricing	0							
Amounts Deta	a						4 4 1-1 of 1 ♥ ▶	
Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Bil	lling Limit	Limit Check	
	1	GRANT_SVC	20,000.00	23000.00			Limit Check	
Select All	Clear All						Recalculate	
Adjustment Line Tota	iis ()							
	Billing Amount	0.00	Recurring Billing		0.00			
Dis	counts/Surcharges	0.00	Billing Limit		0.00 Te	otal Billing	0.00	
Dress side								
Return to Amendment Det	ails							
Save Return to 5	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.

Amendment Billing Allocation	Amend	iment <u>R</u> evenue Allocation				
Contract 0000 Business Unit WA Sold To FIN	00000000000 240 00148	003348 South Puget Sound Comm	unity College	Ar	mendment 0000000001 ment Type Scope Change	
Contract Dilling @)			Amename	nt Reason Scope Change	
Total Billing Africa	Adjustment	3,000.00		Unallocated Billing	0.	00
Total Drining After A	squaunent	23,000.00				
Fixed Billing ⑦ Fixed Billing A	djustment	0.00	Unallocated	Fixed Billing	0.00	
Discount /	Surcharge	0.00	Inclusive Prepaid	s Adjustment	0.00	Recalculate
Net A	djustment	0.00		Allocation	eie •	
Contract Line Pricing ⑦ Q Amounts Detail						
Retrieve Billing Price Line Num	iber P	roduct	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
0 1	G	RANT_SVC	20,000.00	23,000.00	3,000.00	Limit Check
Select All	lear All					Recalculate
Adjustment Line Totals (2)						
Billing Discounts/Sur	Amount charges	0.00	Recurring Billing Billing Limit	3,00	0.00 0.00 Total Billing	3,000.00
Prepaids Return to Amendment Details Save Return to Search	Notify	Previous tab Next tab				

14. Use the drop down arrow to change the **Amendment Status** from "Pending" to "Ready".

15. The **Process Amendment** button appears. Select **Process Amendment** button.

Amendment Details Contract Sold To Customer	000000000000003348 FIN00148		Amendment Numbe	r 000000001			
Amendment Type Amendment Reason	Scope Change		*Process Da *Amendment Statu	te 02/12/2024			
Total Billing Adjustment Fixed Billing Adjustment Fixed Billing Allocation	3,000.00 0.00 Complete	To Fix F	tal Revenue Adjustme ed Revenue Adjustme ixed Revenue Allocatio	Pending nt Roady // // // // // // // // // // // // //	Process Date 02/12/2024 Amendment Status Ready Venue Adjustment 0.00	Process Amendment	
Additional Amendment Detai	ls			Fixed R	Revenue Allocation Complete		
Reference ID User Ref #1 User Ref #2							
Amendment Components					I I I I I I I I I I I I I I I I I I I		
Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value		
1 Amount Allocation	Line 1	Billing Limit	Update	20000	23000	1	
2 Amount Allocation	Line 1	Revenue Limit	Update	20000	23000		
Amendment Amount Allocation Return to General Information Save Return to Search	Notify	Internal Notes					

16. Note that the **Amendment Status** is "Complete". Select the **Return to General Information** link.

Amendment Details	Amendment Details										
Contract Sold To Customer	000000000000003348 FIN00148	Amen	Amendment Number dment Completed On	000000001 02/12/2024 8:29AM							
Amendment Type Amendment Reason	Scope Change Scope Change	-	Process Date	02/12/2024 Complete							
Total Billing Adjustment Fixed Billing Adjustment Fixed Billing Allocation Additional Amendment Details	3,000.00 0.00 Complete	Tot Fixe Fix	al Revenue Adjustment ed Revenue Adjustment ked Revenue Allocation	: 3,000.00 : 0.00 Complete							
Reference ID	Reference ID User Ref #1 User Ref #2										
Amendment Components					1-2 of 2 🗸						
Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value						
1 Amount Allocation	Line 1	Billing Limit	Update	20000	23000						
2 Amount Allocation	Line 1	Revenue Limit	Update	20000	23000						
Return to General Information Internal Notes Save Return to Search Notify											

17. The **Amendments** tab page displays. Notice the **Amendment Status** is now "Complete".

Ge <u>n</u> eral Lir	Amendments									
Contract Number 000000000000000000000000000000000000										
Amend Contract										
Amendments										
Image: Constraint of the second se										
Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes				
000000001	Scope Change	Scope Change	02/12/2024	Complete	Detail	Notes				
000000000			05/23/2022	Complete	Detail	Notes				
Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To										
Save Return to Search Notify										
General Lines Amendments										

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					Defi	ne Contract Ger	neral Info				
General	Lines	Am <u>e</u> ndments									
Ame	Contract Nur endment Nur	nber 000000000000000000000000000000000000	0003621	Sold To Customer State Board for Comm & Tech Colleges Contract Status ACTIVE							
Amend Contract											
Contract Lines	?										
E Q											
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	Distributior			
					4						
Billing Plans	Billing Plans Revenue Plans Milestones Renewals Supplemental Data										
Save	Save Return to Search Notify										
General Lines	Amendmer	nts									

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

Generation	al						Contract Terms	
Relate	ed Projects Contract	Am <u>e</u> ndmen	ts					
	Contract Numbe Amendment Numbe	r 000000 r 000000	00000000000	3621	B Sold	To Customer ontract Status	State Board for Comm & Tech C ACTIVE	Colleges
	Contract Line Product Description	 4 1 GRAN Reimbut 	C_SVC ursable Grant	Services		Price Type	Rate	
	Amend Contract PC Business U Billing Lir Revenue Lin Discount	nit WA24 nit ID	0	Q 3,868.00 3,868.00	Transaction Limits Perfor	n Limit Checkin Retainage IC	Review Limits g D Tiered Pricing	
							I4 4	1-1 of 1 🗸 🕨 膨
	Effective Date	Status		Rate Selection		Rate Set		
1	01/01/1900	Active	~	Rate Set	~	AS_INC	Q Rate Set	+ -
Associate	ed Projects & Activities						H 4 1	-1 of 1 🗸 🕨 🕅
	*Project	*/	Activity		Description		Description	
0	000007863	Q	BDL23	Q	2022-23 BEDA Leadersh	ip Block	BEDA Leadership FY23	+ -

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

Review Limits						
Search Criteria						
*Business Unit	WA240	۹		Contract Admin		Q
Limit Type	Funded/Billing		v	Contract Type		Q
Sold To Customer	FIN00107	Q				~
Review By	All		 Cc 	Contract Classification	000000000000003621	Q
Max Remaining %				Contract Line	1	
	Search		Clear			
Limite						
					₫ - ₫ - 1-1 (of 1 🗸 膨 📗 View All
Remaining Excess	Daţes ∥▶					
Contract		Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1 00000000000000000	521	1		3,868.0	0 3,868.00	300.00
Return to Contract Terms						

- 8. The **Limit Details** window displays. Select **Search** button to populate the results below.
- 9. In the Excess Transaction section, mark the **Select Limit Transaction line(s)** tagged as Over the Limit.
- 10. 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.

ted Proio	nto				Review Limits					
v Lim										
Criteri		Contract Numbe	r 00000000000000000	621		Description	2022-23 BEDA Leadership Block			
onton		Amendment Numbe	r 000000000			Contract Type	GRANT			
		Business Unit	SOUTH PUGET SOL	JND COMM COLLEGE	Co	ontract Classification	Standard			
		Sold To Custome	 State Board for Com 	m & Tech Colleges		Contract Status ACTIVE				
s		Contract Admi	n			Processing Status	Active			
		Currency Code	e USD							
N		Contract Line	e 1			Description	Reimbursable Grant Services			
		Product II	GRANT_SVC			Price Type	e Rate			
		Fee Type	e None							
		Limit Typ	e Funded/Billing			Transaction Identifier				
Q.		Limit Amount 3,868.00			00	Processed Amount	nt 3,868.00			
aining		Remaining Amoun	t	0.00 Excess Amount			300.00			
Co		Date Type		▼ From Date		From Date	Search			
1 000						Through Date				
1 000	Excess Transa	ctions								
Contra	■ Q						N 1-1 a	xf1 ✔ 🕨 🕨		
	Amounts	Chartfields Ir	ansaction IDs							
	Se	lect Limit Transaction	Transaction Date	Accounting Date	Foreign Amount	Foreign Currency Coo	e Projects Business Unit Amount	Currency Cod		
	1		06/30/2023	07/01/2023	300.00	USD	30	00.00 USD		
			Select All	Clear All	Palaasa	1				

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

*Business Unit	WA100	Q		Contract Admin		Q
Limit Type	Funded/Billing		~	Contract Type		Q
Sold To Customer	FIN00107	Q				~
Poview By	All		~	ontract Classification Contract	0000000000000001918	Q
Max Remaining %				Contract Line	1	
	Search		Clear			
Limite						
E Q					1-1 of	f 1 🗸 🕨 🕨 🛛 View All
Remaining Excess	Dates II▶					
Contract		Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1 000000000000000)18	1		35,600.0	0 33,875.66	0.00
				1		

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 <u>OLT Rows</u> training session. This link will open in a new tab/window.