

9.2 Activating a Cost Reimbursable Contract

Purpose: Use this document as a reference for activating a cost reimbursable contract in ctcLink.

Audience: Settlement Manager, GL Accountant.

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

- ZC Contracts Processing
- ZZ Contract Maintenance
- ZZ Contract Processing

You must also set these User Preference Definitions:

- [FSCM 9.2 - Grants Security](#)

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

Activating a Cost Reimbursable Contract

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

1. On the **General Information** search page, select the **Find and Existing Value** tab.
2. Enter or look up the **Business Unit**.
3. Enter or look up the **Contract** Number (same as the award number).
4. Select **Search**. The **General Information** page will display.

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = WA170

Contract begins with 00000000000000000350

Description begins with

Sold To Customer begins with

Customer Name begins with

Contract Status begins with

Processing Status =

Contract Type begins with

Contract Classification =

Region Code begins with

Contract Administrator begins with

Master Contract # begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

5. Select the **Lines** tab.
6. Under the **Lines** tab, select the **General** tab to verify the following contract details.
7. Make sure the **Product** is correct for the type of contract.
8. Make sure the **Start Date** and **End Date** on the contract line match the awarded period.

General Lines

Contract Number 00000000000000000350 Sold To Customer WA Dept of Transportation Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines ⓘ

General Detail Billing Amount Details Revenue Amount Details ⓘ

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	GRANT_SERVICES	Reimbursable Grant	Rate	<input type="checkbox"/>		09/01/2018	08/31/2020	Active	Supplemental Data

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

Save Return to Search Notify Add

General | Lines

9. Select the **Detail** tab to verify the following contract details.
10. Make sure the **Bill Plan** and **Revenue Plan** are set to pending.
11. Select the **Pending** link under the **Billing Plan**. The **Define Billing Plan** page will display.

General Lines

Contract Number 000000000000000000350 Sold To Customer WA Dept of Transportation
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines ③

General Detail Billing Amount Details Revenue Amount Details

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	GRANT_SERVICES	Reimbursable Grant	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	WA Dept of Transportation

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

Save Return to Search Notify Add

General | Lines

- On the **Billing Plan General** tab, review the **Customer Information**, **Billing Options**, and the **Billing Default Overrides** for any data that needs to be updated.

Note: The **Billing Status** is set to **Pending** and the **Ready at Activation** checkbox is checked. This will allow the bill plan to become activated when the contract is set to **Active**.

- Select **Save**.
- Select the **Return to General Information** link.

Billing Plan General Events Tax Parameters History

Contract 000000000000000000350 BI Unit WA170
Sold To Customer 001000521 WA Dept of Transportation Bill To 001000521 WA Dept of Transportation
Billing Plan B101 As Inured Rev & Bill Plans Currency USD

Description As Inured Rev & Bill Plans *Billing Status Pending Actions
Billing Method As Inured ☒ Ready at Activation

Customer Information

BI Unit WA170 COMMUNITY COLLEGES OF SPOKANE
*Bill To Customer 001000521 WA Dept of Transportation
Addr Num 1
Bill To Contact

Billing Options

Bill Type CA ☐ Pre Approved
Bill Source CONTRACTS ☐ Direct Invoice
Summarization Template ID SUM_DESCR Summary by Description
Purchase Order

Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides

Invoice Form XMLPUB
Cycle ID DAILY View Customer Defaults
Bill By ID CONTRACT Contract
Payment Method Check
Payment Terms NET30 Due in 30 Days
Billing Inquiry 425-555-1212
Billing Specialist BISPEC Billing Specialist
Billing Authority BISPEC Billing Specialist

Transaction Options

Bill Currency Contract Currency

Retainage Options

Items previously held as Retainages
☐ Bill ☐ Write-off ☒ Hold

Tolerance Options

Minimum Bill Amount 0.00
☐ Final Bill

Return to General Information

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | Tax Parameters | History

15. On the Lines tab, under the **Details** tab, select the **Contract Terms** link. The **Contract Terms** page displays.

The screenshot shows the 'Contract Lines' page with the 'Details' tab selected. The 'Contract Terms' link is highlighted in the table. The table has columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The 'Contract Terms' link is highlighted in the 'Contract Terms' column for Line 1.

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	GRANT_SERVICES	Reimbursable Grant	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	WA Dept of Transportation

16. On the **Related Projects** tab, verify the following contract terms.
17. Ensure that all **Associated Projects** for this contract are listed on this page.
18. Ensure that the **Activity** is correct for the **Project**.
19. Ensure the **Billing Limit** matches the award amount for the award.
20. Select the **Return to General Information** link.

The screenshot shows the 'Related Projects' page. The 'Billing Limit' is highlighted as 13,800.00. The 'Associated Projects & Activities' section shows a table with columns: *Project, *Activity, Description, and Description. The 'R BUDGET' activity is highlighted. The 'Return to General Information' link is highlighted at the bottom.

*Project	*Activity	Description	Description
0000002007	R BUDGET	Reimbursable Title	R Budget Desc



What if your **Contract Rate** is *Blank* or has an incorrect **Effective Date**? Follow the steps to correct the 'Rate Set'.

- 21. Select the **Lines** tab page.
- 22. Select the **Detail** tab.
- 23. Select the **Contract Terms** link.

General Information

Contract Number: [redacted] Sold To Customer: [redacted]
Amendment Number: 000000000 Contract Status: ACTIVE

Amend Contract

Contract Lines

General Detail Billing Amount Details Revenue Amount Details

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	GRANT_SVC	Reimbursable Grant S	Rate	Ready	Ready	Contract Terms	Distribution	Internal Notes	WA State Dept of Children Youth

Billing Plans Revenue Plans Milestones Renewals Supplemental Data

Go To: More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

- 24. The Contract Terms page displays.
- 25. Select the **Correct History** button.

💡 Note: The **Effective Date** will default to the *current date* and the **Rate Set** is *Blank*.

Contract Terms

Contract Number: [redacted] Sold To Customer: [redacted]
Amendment Number: 000000000 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate
Product: GRANT_SVC
Description: Reimbursable Grant Services

Amend Contract

PC Business Unit: [redacted] Transaction Limits Review Limits
Billing Limit: 4,682,044.00 Perform Limit Checking
Revenue Limit: 4,682,044.00 Retainage ID
Discount ID Tiered Pricing

Associated Rates

Effective Date	Status	Rate Selection	Rate Set
08/24/2021	Active	Rate Set	

Associated Projects & Activities

*Project	*Activity	Description	Description
000000			
000000			

Create Project Create Activity All Activities

Return to General Information

Save Return to Search Notify Refresh Update/Display Include History Correct History

Related Projects | Contract Amendments

- General

Related Projects

Contract Amendments

Contract Number

00000000000000000000

Amendment Number

0000000000

Sold To Customer

Contract Status

ACTIVE

Contract Line

1

Product

GRANT_SVC

Description

Reimbursable Grant Services

Price Type

Rate

Amend Contract

PC Business Unit

Billing Limit

4,682,044.00

Revenue Limit

4,682,044.00

Discount ID

Transaction Limits

Review Limits

Perform Limit Checking

Retainage ID

Tiered Pricing

Tiered Pricing
- Associated Rates

Effective Date

07/01/2021

Status

Active

Rate Selection

Rate Set

Rate Set

AS_INC

Rate Set

+

-
- Associated Projects & Activities

*Project

000000

*Activity

Description

Description

+

-
- *Project

000000
- *Activity
- Description
- Description
- +

-
- Create Project

Create Activity

All Activities
- Return to General Information

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History
- Related Projects

Contract Amendments

- General

Lines

Contract Number 00000000000000000350

Sold To Customer WA Dept of Transportation

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines ⓘ

General

Detail

Billing Amount Details

Revenue Amount Details

1-1 of 1

View All

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	GRANT_SERVICES	Reimbursable Grant	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	WA Dept of Transportation

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

General

Lines

- Page 6

33. In the Revenue Forecast section, enter or select the GL business unit for this account in the **GL Unit** field.
34. In the Revenue Forecast section, enter or select the revenue account in the **Account** field.
35. In the Revenue Forecast section, enter or select the revenue department in the **Dept** field.
36. In the Contract Asset section, complete the required ChartField entries for the contract, i.e. **Account, Oper Unit, Fund, Dept, Class, Project, and State Purpose**.
37. Select **Save**.

38. A message indicating that the UAR accounting distribution was changed will display.
39. Select **OK**.

40. On the **Accounting Distribution** page, select the **Return to General Information** link.

Accounting Distribution

WA Dept of Transportation

Contract 00000000000000000350 Line Num 1 Description Reimbursable Grant Services

Billing Amount 0.00 Revenue Amount 0.00 Unit WA170 Currency USD

Accounting Distributions 1 of 1 View All

*Effective Date 09/01/2018

Revenue Forecast

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Dept
100.00000000	0.00	WA170		1010180	99278

Contract Asset

Percentage	Billing Amount	Revenue Amount	GL Unit	Distribution Code	Oper Unit	Account	Fund	Approp	Dept	Class
100.00000000	0.00	0.00	WA170		7171	101318	145		10504	060

[Return to General Information](#)

Save Return to Search Notify Update/Display Include History Correct History

41. On the **Lines** tab, select the **Billing Amount Details** tab.
42. On the **Billing Amount Details** tab, ensure the **Billing Limit** on the Contract Line is the same as the awarded amount.

General **Lines**

Contract Number 00000000000000000350 Sold To Customer WA Dept of Transportation Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines ?

General Detail **Billing Amount Details** Revenue Amount Details

Actions	Line	Product	Description	Price Type	Quantity	UOM	Billing Limit	Unit Billing
▼ Actions	1	GRANT_SERVICES	Reimbursable Grant S	Rate	1.0000		13,800.00	13,800.00

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

Save Return to Search Notify

43. Select the **General** tab to update the status of the contract.
44. Enter or select the new status in the **Contract Status** field to change the contract status to **ACTIVE**.
45. Select **Save**.

General

Lines

Amendments

Contract Number

00000000000000000350

Sold To Customer

WA Dept of Transportation

Amendment Number

0000000000

*Contract Status

ACTIVE

Amend Contract

Add to My Contracts

Description

Reimbursable Title

Contract Admin

Region Code

Contract Type

GRANT

Currency Code

USD

Exchange Rate Type

CRRNT

Contract Signed

09/01/2018

Contract Role

Revenue Profile

Use Project ChartFields:

Processing Status

Active

Amendment Status

Business Unit

COMMUNITY COLLEGES OF SPOKANE

Contract Classification

Standard

Last Amended

Start Date

09/01/2018

End Date

08/31/2020

Last Update Date/Time

09/20/2018 10:50:38AM

Last Update User ID

CTC_KCLARK

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

General

Lines

Amendments

46. Process complete.