

9.2 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:

- 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.

 Recommend running this Query towards the mid-to-end of the Grant Budget year to be able to capture all expenses for reimbursement.

Run the **CTC_PR_OLT_ROWS** Query. Enter your **Business Unit** and select **View Results**.

CTC_PR_OLT_ROWS - OLT rows in Proj Res

Unit: WA100

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 Typ	Asset ID	Contract	Line	DI Distrib	Bill Dt	Invoice	Customer	Item ID	BU Amount
1	WA100	0000005074	INSTR	WA100			0	0		0 5050030 70009 145				112			N		ACTUALS	OLT		00000000000000001897	1	P			FIN00107		12100.000
2	WA100	0000005095	INSTR	WA100			0	0		0 5050020 70009 145				112			N		ACTUALS	OLT		00000000000000001918	1	P			FIN00107		1800.000

⚠ Cautionary note: The Total Award Amount should equal the Total Budgeted Amount. Consider if a Award Contract Amendment and/or Project Budget Modification is needed.

⚠ 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: NavBar > Navigator > Grants > Awards > Award Profile > Funding Inquiry tab

< Budget Entry
Award Profile

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

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

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

4. Select the **Amend Contract** button. The **Amendments** tab will display.

Contract Number 00000000000000001918
Amendment Number 0000000000

Sold To Customer State Board for Comm & Tech Colleges
*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description FY22 JSP GRANT - SATSUMA DESIG
Contract Admin
Region Code
Contract Type GRANT
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 08/01/2021
Contract Role
Revenue Profile
Use Project ChartFields:

Processing Status Active
Amendment Status Complete
Business Unit GREEN RIVER COLLEGE
Contract Classification Standard
Start Date 08/01/2021
End Date 08/31/2022
Last Update Date/Time 10/21/2021 7:49:47PM
Last Update User ID 101042906
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

5. On the **Amendments** tab, select the **Amendment Type**.

6. Select **Save**.

7. Select the **Details** link. The **Amendment Details** page will display.

Contract Number 00000000000000001918
Pending Amendment 0000000001

Sold To Customer State Board for Comm & Tech Colleges
Contract Status ACTIVE

View Current

Amendments

Amendments 1-2 of 2 | View All

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/21/2021	Complete	Detail	Notes
0000000001	Scope Change		07/21/2022	Pending	Detail	Notes

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data More

Go To

Save Return to Search Notify

General | Lines | Amendments

8. On the **Amendment Details** page, select the **Amendment Amount Allocation** link.

Amendment Details

Contract 00000000000000001918 Amendment Number 000000001
 Sold To Customer FIN00107

Amendment Type *Process Date 07/21/2022
 Amendment Reason *Amendment Status

Total Billing Adjustment 0.00 Total Revenue Adjustment 0.00
 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](#)

9. On the **Amendment Amount Allocation** page, enter the **Total Billing Adjustment** amount.
10. Enter the **New Billing Limit**.
11. Select **Recalculate**.

Amendment Billing Allocation Amendment Revenue Allocation

Contract 00000000000000001918 Amendment 000000001
 Business Unit WA100 State Board for Comm & Tech Colleges Amendment Type Scope Change
 Sold To FIN00107 Amendment Reason
 Currency USD

Contract Billing

Total Billing Adjustment	<input type="text" value="2,900.00"/>	Unallocated Billing	0.00
Total Billing After Adjustment	32,700.00		

Fixed Billing

Fixed Billing Adjustment	<input type="text" value="0.00"/>	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	<input type="text" value="Incomplete"/>

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
<input type="checkbox"/>	1	GRANT_SVC	32,700.00	<input type="text" value="35,600.00"/>		<input type="button" value="Limit Check"/>

Select All Clear All

Adjustment Line Totals

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

Prepays
[Return to Amendment Details](#)

12. Notice that the **Allocation** is now marked "Complete".

13. Select **Save**.
14. Select the **Return to Amendment Details** hyperlink.

Amendment Billing Allocation | Amendment Revenue Allocation

Contract 0000000000000000001918
 Business Unit WA100
 Sold To FIN00107 State Board for Comm & Tech Colleges
 Currency USD
 Amendment 0000000001
 Amendment Type Scope Change
 Amendment Reason

Contract Billing

Total Billing Adjustment 2,900.00
 Total Billing After Adjustment 35,600.00
 Unallocated Billing 0.00

Fixed Billing

Fixed Billing Adjustment 0.00
 Discount / Surcharge 0.00
 Net Adjustment 0.00
 Unallocated Fixed Billing 0.00
 Inclusive Prepaids Adjustment 0.00
 Allocation Complete

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
	1	GRANT_SVC	32,700.00	35,600.00	2,900.00	Limit Check

Adjustment Line Totals

Billing Amount	Recurring Billing	Billing Limit	Total Billing
0.00	0.00	2,900.00	2,900.00

Prepaids
[Return to Amendment Details](#)
 Save Return to Search Notify Previous tab Next tab

15. Change the **Amendment Status** from "Pending" to "Ready".
16. The **Process Amendment** button appears.
17. Select **Process Amendment**.

Amendment Details

Contract 0000000000000000001918 Amendment Number 0000000001
 Sold To Customer FIN00107

Amendment Type Scope Change
 Amendment Reason
 *Process Date 07/21/2022
 *Amendment Status Pending

Total Billing Adjustment 2,900.00
 Fixed Billing Adjustment 0.00
 Fixed Billing Allocation Complete

Total Revenue Adjustment Ready
 Fixed Revenue Adjustment 0.00
 Fixed Revenue Allocation Complete

Additional Amendment Details

Reference ID
 User Ref #1
 User Ref #2

Amendment Components

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Limit	Update	32700	35600
2 Amount Allocation	Line 1	Revenue Limit	Update	32700	35600

Amendment Amount Allocation
 Return to General Information
 Save Return to Search Notify

17. Note that the **Amendment Status** is "Complete".

18. Select the **Return to General Information** link.

Amendment Billing Allocation **Amendment Details**

Amendment Details

Contract	00000000000000001918	Amendment Number	0000000001
Sold To Customer	FIN00107	Amendment Completed On	07/21/2022 4:16PM
Amendment Type	Scope Change	Process Date	07/21/2022
Amendment Reason		Amendment Status	Complete
Total Billing Adjustment	2,900.00	Total Revenue Adjustment	2,900.00
Fixed Billing Adjustment	0.00	Fixed Revenue Adjustment	0.00
Fixed Billing Allocation	Complete	Fixed Revenue Allocation	Complete

▶ **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 Amount Allocation	Line 1	Billing Limit	Update	32700	35600
2 Amount Allocation	Line 1	Revenue Limit	Update	32700	35600

[Return to General Information](#) Internal Notes

[Save](#) [Return to Search](#) [Notify](#)

19. The **Amendments** tab page displays.

20. Notice the **Amendment Status** is now "Complete".

General | Lines | **Amendments**

Contract Number 00000000000000001918 Sold To Customer State Board for Comm & Tech Colleges

Amendment Number 0000000001 Contract Status ACTIVE

[Amend Contract](#)

Amendments

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Scope Change		07/21/2022	Complete	Detail	Notes
0000000000			10/21/2021	Complete	Detail	Notes

Billing Plans | Revenue Plans | Milestones | Renewals | Supplemental Data

[Save](#) [Return to Search](#) [Notify](#) Go To [More](#)

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

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.

The screenshot shows the 'Amendment Detail' page with the 'General Information' header. The 'Lines' tab is selected. Below the tabs, contract details are shown: Contract Number 00000000000000001918, Amendment Number 0000000001, Sold To Customer State Board for Comm & Tech Colleges, and Contract Status ACTIVE. An 'Amend Contract' button is visible. The 'Contract Lines' section has the 'Detail' sub-tab selected. A table lists contract lines with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, and Contract Terms. The first line is Line 1, Product GRANT_SVC, Description Reimbursable Grant £, Price Type Rate, Billing Plan Ready, Revenue Plan In Progress, and Contract Terms. The 'Contract Terms' link in the table is highlighted in red. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify', and a breadcrumb trail: General | Lines | Amendments.

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

Related Projects Contract Amndments

Contract Number 00000000000000001918 Sold To Customer State Board for Comm & Tech Colleges
 Amendment Number 0000000001 Contract Status ACTIVE

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

Amend Contract

PC Business Unit WA100 Transaction Limits **Review Limits**
 Billing Limit 35,600.00 Perform Limit Checking
 Revenue Limit 35,600.00 Retainage ID
 Discount ID Tiered Pricing Tiered Pricing

Associated Rates

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

Associated Projects & Activities

*Project	*Activity	Description	Description
0000005095	ADMIN	FY22 JSP SATSUMA DESIGNS	JSP ADMINISTRATION

5. On the **Review Limits** page, select **Search**.

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

Search Clear

[Return to Contract Terms](#)

6. Select the **Excess** tab.

7. Select the **Excess Amount** hyperlink.

Review Limits

Search Criteria

*Business Unit: WA100
 Limit Type: Funded/Billing
 Sold To Customer: FIN00107
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: 0000000000000000001918
 Contract Line: 1

Limits

Remaining | **Excess** | Dates

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1 0000000000000000001918	1		35,600.00	32,075.66	1,800.00

[Return to Contract Terms](#)

- The **Limit Details** window displays.
- Select **Search**.

Limit Details

Contract Number: 0000000000000000001918
 Description: FY22 JSP GRANT - SATSUMA DESIG
 Amendment Number: 0000000001
 Contract Type: GRANT
 Business Unit: GREEN RIVER 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	Transaction Identifier
Funded/Billing	
Limit Amount	35,600.00
Processed Amount	32,075.66
Remaining Amount	3,524.34
Excess Amount	1,800.00

Date Type:
 From Date:
 Through Date:

[Return to Review Limits](#)

- The **Excess Transactions** displays 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: 00000000000000001918	Description: FY22 JSP GRANT - SATSUMA DESIG
Amendment Number: 000000001	Contract Type: GRANT
Business Unit: GREEN RIVER 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: 35,600.00	Processed Amount: 32,075.66
Remaining Amount: 3,524.34	Excess Amount: 1,800.00

Date Type: From Date: Through Date:

Excess Transactions

Select Limit Transaction	Transaction Date	Accounting Date	Foreign Amount	Foreign Currency Code	Projects Business Unit Amount	Currency Code
1 <input checked="" type="checkbox"/>	06/30/2022	07/01/2022	1,800.00	USD	1,800.00	USD

Select All
 Clear All

[Return to Review Limits](#)

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

Review Limits

Search Criteria

*Business Unit: <input type="text" value="WA100"/>	Contract Admin: <input type="text"/>
Limit Type: <input type="text" value="Funded/Billing"/>	Contract Type: <input type="text"/>
Sold To Customer: <input type="text" value="FIN00107"/>	Contract Classification: <input type="text"/>
Review By: <input type="text" value="All"/>	Contract: <input type="text" value="00000000000000001918"/>
Max Remaining %: <input type="text"/>	Contract Line: <input type="text" value="1"/>

Limits

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](#)

15. Process complete.

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.