


## 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 [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 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		0000000000000000001897	1	P			FIN00107		12100.000
2	WA100	0000005095	INSTR	WA100			0	0		0 5050020 70009 145				112			N		ACTUALS	OLT		0000000000000000001918	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** 0000000000000000001918

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 | 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](#)

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

# 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.

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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** search page, select the **Find and Existing Value** tab.
2. Enter or select the **Business Unit**.
3. Enter or select the **Contract** to be amended.

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Business Unit

=

WA100

Q

Contract

contains

1918

Description

begins with

Sold To Customer

begins with

Q

Customer Name

begins with

Contract Status

begins with

Q

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

Contract	Description	Sold To Customer	Customer Name	Contract Status
0000000000000000001918	FY22 JSP GRANT - SATSUMA DESIG	FIN00107	State Board for Comm & Tech Colleges	ACTIVE

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

General | Lines | Amendments

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.

General | Lines | **Amendments**

Contract Number 00000000000000001918  
Pending Amendment 0000000001

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

View Current

**Amendments**

1-2 of 2 | View All

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/21/2021	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001	Scope Change		07/21/2022	Pending	<a href="#">Detail</a>	<a href="#">Notes</a>

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

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

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

Save Return to Search Notify

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  
Sold To FIN00107 State Board for Comm & Tech Colleges Amendment Type Scope Change  
Currency USD Amendment Reason

**Contract Billing**

Total Billing Adjustment **2,900.00** Unallocated Billing 0.00  
Total Billing After Adjustment 32,700.00

**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**

**Recalculate**

**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	32,700.00	<b>35,600.00</b>		Limit Check

Select All Clear All **Recalculate**

**Adjustment Line Totals**

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

Prepays  
Return to Amendment Details

Save Return to Search Notify Previous tab Next tab

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	00000000000000001918	Amendment	0000000001
Business Unit	WA100	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	35,600.00		

**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="Complete"/>

[Recalculate](#)

**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"/>	2,900.00	<a href="#">Limit Check</a>

☒ Select All ☐ Clear All [Recalculate](#)

**Adjustment Line Totals** ⓘ

Billing Amount	0.00	Recurring Billing	0.00		
Discounts/Surcharges	0.00	Billing Limit	2,900.00	Total Billing	2,900.00

[Prepays](#)  
[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

Sold To Customer

FIN00107

Amendment Number

0000000001

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

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

Amendment Amount Allocation

Return to General Information

Internal Notes

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

0000000000000000001918

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

0000000000000000001918

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	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000000			10/21/2021	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To

More

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: 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.

< Amendment Detail

General Information

General

Lines

Amendments

Contract Number

00000000000000001918

Sold To Customer

State Board for Comm & Tech Colleges

Amendment Number

0000000001

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
▼ Actions	1	GRANT_SVC	Reimbursable Grant S	Rate	Ready	In Progress	Contract Terms

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

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.



Related Projects

Contract Amendments

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	Rate Set	+	-

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 %:   
 Search Clear

Contract Admin:   
 Contract Type:   
 Contract Classification:   
 Contract: 000000000000000000001918  
 Contract Line: 1

**Limits**

Remaining Excess Dates

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1 000000000000000000001918	1		35,600.00	32,075.66	1,800.00

[Return to Contract Terms](#)

8. The **Limit Details** window displays.

9. Select **Search**.

**Limit Details**

Contract Number: 000000000000000000001918  
 Amendment Number: 0000000001  
 Business Unit: GREEN RIVER COLLEGE  
 Sold To Customer: State Board for Comm & Tech Colleges  
 Contract Admin:   
 Currency Code: USD

Description: FY22 JSP GRANT - SATSUMA DESIG  
 Contract Type: GRANT  
 Contract Classification: Standard  
 Contract Status: ACTIVE  
 Processing Status: Active

Contract Line: 1  
 Product ID: GRANT\_SVC  
 Fee Type: None

Description: Reimbursable Grant Services  
 Price Type: Rate

Limit Type: Funded/Billing  
 Limit Amount: 35,600.00  
 Remaining Amount: 3,524.34

Transaction Identifier:   
 Processed Amount: 32,075.66  
 Excess Amount: 1,800.00

Date Type:   
 From Date:   
 Through Date:   
 Search

[Return to Review Limits](#)

10. The **Excess Transactions** displays below.

11. In the Excess Transaction section, mark the **Select Limit Transaction line(s)** tagged as Over the Limit.

12. 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

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

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

Search

Excess Transactions

Amounts

Chartfields

Transaction IDs

Select Limit Transaction	Transaction Date	Accounting Date	Foreign Amount	Foreign Currency Code	Projects Business Unit Amount	Currency Code
1	06/30/2022	07/01/2022	1,800.00	USD	1,800.00	USD

Select All

Clear All

Release

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

WA100

Limit Type

Funded/Billing

Sold To Customer

FIN00107

Review By

All

Max Remaining %

Search

Clear

Contract Admin

Contract Type

Contract Classification

Contract

00000000000000001918

Contract Line

1

Limits

Remaining

Excess


Dates

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.