


Reimbursable Contract Billing Limit Amendment


Purpose: Use this document to amend or adjust a reimbursable contract billing limit in ctcLink.

Audience: Finance/Grant Fiscal Staff.

 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.

 When changes occur to your **Grant Budget**, make sure to update the total **Grant Contract Limit**. Navigate to the **Grants > Award Profile > Funding Inquiry** to verify individual Grants. The Contract Limit provides the total billing limit, thus this Award 3510 would only be able to bill a total amount of \$17,400.

The following example, a funding increase was approved and Grant Budget was increased by \$5,000. The next step would be to Amend the total contract billing amount by increasing the Total Billing Limit by \$5,000. Thus bringing the **Total Billing Limit \$22,400** to match **Total Posted Budget Amount \$22,400**.

General Information

General

Lines

Amendments

Contract Number

000000000000000003510

Sold To Customer

State Board for Comm & Tech Colleges

Pending Amendment

0000000001

Contract Status

ACTIVE

View Current

Amendments

General

Statistics

Billing Amended Amounts

Revenue Amended Amounts

Misc.

1-2 of 2

View All

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			08/23/2022	Complete	Detail	Notes
0000000001	No Cost Extension	No Cost Extension	06/01/2023	Pending	Detail	Notes

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

More

Return to Project General

Save

Return to Search

Notify

General

Lines

Amendments

11. The **Amendment Details** page displays.
12. Increase or decrease the **Total Billing Adjustment** amount as needed.
13. Select the **Save** button.
14. Select the **Amendment Amount Allocation** link.

Amendment Details

Contract 0000000000000003510
Sold To Customer FIN00107

Amendment Number 0000000001

Amendment Type No Cost Extension

Amendment Reason No Cost Extension

*Process Date 06/01/2023

*Amendment Status Pending

Total Billing Adjustment 5,000.00

Fixed Billing Adjustment 0.00

Fixed Billing Allocation Incomplete

Total Revenue Adjustment 5,000.00

Fixed Revenue Adjustment 0.00

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

Return to General Information

Save

Return to Search

Notify

Internal Notes

15. The **Amendment Amount Allocation** page displays.

16. Enter the **New Billing Limit** to match the **Total Billing After Adjustment** amount.
17. Select **Save**.
18. Select the **Recalculate** button.
19. Lastly, you will want to perform a Limit Check by selecting the **Limit Check** button.

Amendment Detail Amendment Amount Allocation

Amendment Billing Allocation Amendment Revenue Allocation

Contract 000000000000000003510 Amendment 0000000001
 Business Unit WA050 Amendment Type No Cost Extension
 Sold To FIN00107 State Board for Comm & Tech Colleges Amendment Reason No Cost Extension
 Currency USD

Contract Billing ⓘ

Total Billing Adjustment	5,000.00	Unallocated Billing	5,000.00
Total Billing After Adjustment	22,400.00		

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
<input type="checkbox"/>	1	GRANT_SVC	17,400.00	22,400.00		Limit Check

☒ Select All ☐ Clear All Recalculate

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

Save Notify Previous tab Next tab

20. A message indicating that the Limit Check is complete displays.
21. Select the **OK** button.



Notice that after you recalculate that the **Allocation** status will change from **Incomplete** to **Complete**.

22. The **Amendment Billing Allocation** tab displays.
23. Select the **Save** button.
24. Select the **Return to the Amendment Details** link.
25. The **Amendment Details** page displays.
26. Change the **Amendment Status** from **Pending** to **Ready**.
27. Select the **Process Amendment** button.
28. Select the **Save** button.

Amendment Details

Contract000000000000000003510

Amendment Number0000000001

Sold To CustomerFIN00107

Amendment TypeNo Cost Extension

Amendment ReasonNo Cost Extension

Process Date06/01/2023

*Amendment StatusReady

Process Amendment

Total Billing Adjustment5,000.00

Fixed Billing Adjustment0.00

Fixed Billing AllocationComplete

Total Revenue Adjustment5,000.00

Fixed Revenue Adjustment0.00

Fixed Revenue AllocationComplete

Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

GeneralStatistics

Component

Amend Ref #1

Label Fieldname

Edit Type

Old Value

New Value

1

Amount Allocation

Line 1

Billing Limit

Update

17400

22400

2

Amount Allocation

Line 1

Revenue Limit

Update

17400

22400

Return to General Information

Internal Notes

SaveReturn to SearchNotify

29. The **Amendment Status** will then be **Complete**.
30. Process complete.

💡 Optional to select the **Return to General Information** link and the Contract Lines section, select the **Billing Amount Details** tab to review the **Billing Limit** amount.

Related Projects

General Information

GeneralLinesAmendments

Contract Number000000000000000003510

Amendment Number0000000001

Sold To CustomerState Board for Comm & Tech Colleges

Contract StatusACTIVE

Amend Contract

Contract Lines

GeneralDetailBilling Amount DetailsRevenue Amount Details

Actions

Line

Product

Description

Price Type

Quantity

UOM

Billing Limit

Unit Billing

1

GRANT_SVC

Reimbursable Grant Services

Rate

1.0000

22,400.00

22,400.00

Billing Plans

Revenue Plans

Milestones

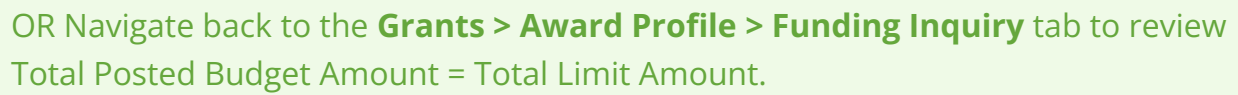
Renewals

Supplemental Data

Go ToMore

SaveReturn to SearchNotify

AddUpdate/Display

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

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

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View the external link to [Reimbursable Contract Billing Limit Amendment](#). This link will open in a new tab/window.

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