

# 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**

Contract Number 000000000000000003510 Sold To Customer State Board for Comm & Tech Colleges  
 Pending Amendment 0000000001 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			08/23/2022	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001	No Cost Extension	No Cost Extension	06/01/2023	Pending	<a href="#">Detail</a>	<a href="#">Notes</a>

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 000000000000000003510 Amendment Number 0000000001  
 Sold To Customer FIN00107

Amendment Type No Cost Extension \*Process Date 06/01/2023  
 Amendment Reason No Cost Extension \*Amendment Status Pending

Total Billing Adjustment 5,000.00 Total Revenue Adjustment 5,000.00  
 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**

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](#)

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.

The screenshot displays the 'Amendment Amount Allocation' interface. It includes sections for Contract Billing, Fixed Billing, and Contract Line Pricing. In the Contract Billing section, the 'Total Billing After Adjustment' is 22,400.00. In the Contract Line Pricing table, the 'New Billing Limit' is also 22,400.00. The interface includes a 'Recalculate' button and a 'Limit Check' button. Callouts 16, 17, 18, and 19 are placed over the 'New Billing Limit' field, the 'Save' button, the 'Recalculate' button, and the 'Limit Check' button respectively.

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**

Contract 000000000000000003510      Amendment Number 0000000001  
Sold To Customer FIN00107

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Amendment Type No Cost Extension      Process Date 06/01/2023  
Amendment Reason No Cost Extension      \*Amendment Status **Ready**      [Process Amendment](#)

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Total Billing Adjustment 5,000.00      Total Revenue Adjustment 5,000.00  
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 | Internal Notes

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

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.

General Information

General | **Lines** | Amendments

Contract Number 000000000000000003510      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	Quantity	UOM	Billing Limit	Unit Billing
▼ Actions	1	GRANT_SVC	Reimbursable Grant Services	Rate	1.0000		22,400.00	22,400.00

Billing Plans      Revenue Plans      Milestones      Renewals      Supplemental Data      Go To [More](#)

[Save](#)      [Return to Search](#)      [Notify](#)      [Add](#)      [Update/Display](#)

General | Lines | Amendments

💡 OR Navigate back to the **Grants > Award Profile > Funding Inquiry** tab to review Total Posted Budget Amount = Total Limit Amount.

The screenshot shows the 'Award Profile' page with the 'Funding Inquiry' tab selected. The page displays the following information:

- Award ID: 000000000000000003510
- Reference Award Number: 105-PLB-23
- Total Projected Award Amount: \$17,400.00
- Total Reported Award Amount: \$17,400.00
- Total Posted Budget Amount: \$22,400.00** (highlighted with a red box)
- Total Limit Amount: \$22,400.00** (highlighted with a red box)
- Begin Date: 07/01/2022
- End Date: 07/31/2023
- Recalculate the Amounts button

**Contract Lines** section:

- Contract Line: 1
- Total Posted Budget Amount: \$22,400.00** (highlighted with a red box)
- Billing Limit Amount: \$22,400.00** (highlighted with a red box)

**Project Detail** table:

Project	Activity	Funded Amount	Posted Budget Amount
1 0000007670	ADMIN	\$5,000.00	\$5,000.00
2 0000007670	PRGDV	\$10,520.00	\$10,520.00
3 0000007670	PRTNR	\$6,880.00	\$6,880.00

Navigation buttons at the bottom include: Save, Return to Search, Notify, Refresh, Add, and Update/Display.

## Video Tutorial

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.

## Video Tutorial Via Panopto

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