

# 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:

- Over the Limit (OLT) rows occur when the expense transaction(s) would result in total expenses being more than/over the limit/total value of the contract. This usually occurs when a college increases the grant budget and does not also increase the contract limit/total value.
- 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.

Run the **CTC\_PR\_OLT\_ROWS** Query. Enter your **Business Unit** and select **View Results**. Recommend running this Query before running Grant Billing each month.



💡 OR within the [Grants WorkCenter](#) run the **Posted Budget Amount <> Billing Limit** report to verify if your **Posted Budget Amount = Limit Amount**.

Posted Budget Amount <> Billing Limit Refresh Refine Filter Criteria

Posted Budget Amount <> Billing Limit Personalize | Find | View All | First 1-6

Business Unit	Contract	Description	Awarding Sponsor	Entered Sponsor Budget Amount	Posted Budget Amount	Limit Amount	Currency
WA240	000000000000000003348	FY22 MENTORLINKS	South Puget Sound Community College	21000.00	24000.00	20000.00	USD

## 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.

⚠️ 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: Customer Contracts > Create and Amend > Define Contract General Info

1. On the **General Information** search page, select the **Find and Existing Value** tab.
2. Enter **Business Unit**.
3. Enter or lookup the **Contract** to be amended.
4. Select the **Amend Contract** button. The **Amendments** tab will display.

[General](#) | [Lines](#) | [Amendments](#)

Contract Number 00000000000000003348      Sold To Customer South Puget Sound Community College  
 Amendment Number 0000000000      \*Contract Status ACTIVE

[Amend Contract](#)      [Add to My Contracts](#)

Description FY22 MENTORLINKS      Processing Status Active  
 Contract Admin [Search]      Amendment Status Complete  
 Region Code      Business Unit SOUTH PUGET SOUND COMM COLLEGE  
 Contract Type GRANT      Contract Classification Standard  
 Currency Code USD      Start Date 07/01/2021  
 Exchange Rate Type CRRNT      End Date 08/30/2024  
 Contract Signed 07/01/2021      Last Update Date/Time 05/23/2022 3:37:15PM  
 Contract Role      Last Update User ID 10105  
 Revenue Profile      Separate Fixed Billing and Revenue:   
 Use Project ChartFields:       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](#)

- On the **Amendments** tab, use the drop down arrows to select the **Amendment Type** and **Reason**.
- The Process Date defaults to the current date. Select the **Save** button.
- Select the **Details** link. The **Amendment Details** page will display.

[General](#) | [Lines](#) | [Amendments](#)

Contract Number 00000000000000003348      Sold To Customer South Puget Sound Community College  
 Pending Amendment 0000000001      Contract Status ACTIVE

[View Current](#)

**Amendments**

     1-2 of 2      View All

[General](#) | [Statistics](#) | [Billing Amended Amounts](#) | [Revenue Amended Amounts](#) | [Misc.](#) | [II](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			05/23/2022	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001	Scope Change	Scope Change	02/12/2024	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](#)

- On the **Amendment Details** page, enter the **Total Billing Adjustment** (the amount needed to increase the Limit Amount). Select **Save**.
- Then select the **Amendment Amount Allocation** link.



**Amendment Billing Allocation** | Amendment Revenue Allocation

Contract 000000000000000003348  
 Business Unit WA240  
 Sold To FIN00148 South Puget Sound Community College  
 Currency USD  
 Amendment 0000000001  
 Amendment Type Scope Change  
 Amendment Reason Scope Change

**Contract Billing**

Total Billing Adjustment 3,000.00  
 Total Billing After Adjustment 23,000.00  
 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 Prepays 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	20,000.00	23,000.00	3,000.00	Limit Check
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Adjustment Line Totals

Billing Amount	0.00	Recurring Billing	0.00	Total Billing	3,000.00
Discounts/Surcharges	0.00	Billing Limit	3,000.00		

Prepays  
 Return to Amendment Details

Save Return to Search Notify Previous tab Next tab

- Use the drop down arrow to change the **Amendment Status** from "Pending" to "Ready".
- The **Process Amendment** button appears. Select **Process Amendment** button.

**Amendment Details**

Contract 000000000000000003348 Amendment Number 0000000001  
 Sold To Customer FIN00148

Amendment Type Scope Change  
 Amendment Reason Scope Change  
 \*Process Date 02/12/2024  
 \*Amendment Status Pending

Total Billing Adjustment 3,000.00  
 Fixed Billing Adjustment 0.00  
 Fixed Billing Allocation Complete

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

Process Date 02/12/2024  
 \*Amendment Status Ready  
 Process Amendment

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	20000	23000
2 Amount Allocation	Line 1	Revenue Limit	Update	20000	23000

Amendment Amount Allocation Internal Notes  
 Return to General Information

Save Return to Search Notify

- Note that the **Amendment Status** is "Complete". Select the **Return to General Information** link.



# 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: Customer Contracts > Create and Amend > Define Contract General Info

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 'Define Contract General Info' page. At the top, there are tabs for 'General', 'Lines', and 'Amendments'. The 'Lines' tab is selected. Below the tabs, there is a section for contract details including 'Contract Number', 'Amendment Number', 'Sold To Customer', and 'Contract Status'. An 'Amend Contract' button is visible. The 'Contract Lines' section is expanded, showing a table with columns for 'Actions', 'Line', 'Product', 'Description', 'Price Type', 'Billing Plan', 'Revenue Plan', 'Contract Terms', and 'Accounting'. The 'Detail' tab is selected within this section. The 'Contract Terms' link in the table is highlighted with a red box. Below the table, there are links for 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', and 'Supplemental Data'. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

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

Contract Terms

Contract Number: 00000000000000003621  
 Amendment Number: 0000000000  
 Sold To Customer: State Board for Comm & Tech Colleges  
 Contract Status: ACTIVE

Contract Line: 1  
 Product: GRANT\_SVC  
 Description: Reimbursable Grant Services

PC Business Unit: WA240  
 Billing Limit: 3,868.00  
 Revenue Limit: 3,868.00  
 Discount ID: [ ]

Transaction Limits: Review Limits  
 Perform Limit Checking  
 Retainage ID: [ ]  
 Tiered Pricing

Associated Rates

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

Associated Projects & Activities

*Project	*Activity	Description
0000007863	BDL23	2022-23 BEDA Leadership Block

- On the **Review Limits** page, select **Search** button to populate the results below.
- In the **Limits** section, select the **Excess** tab.
- Select the **Excess Amount** hyperlink.

**Review Limits**

**Search Criteria**

\*Business Unit: WA240  
 Limit Type: Funded/Billing  
 Sold To Customer: FIN00107  
 Review By: All  
 Max Remaining %: [ ]

Contract Admin: [ ]  
 Contract Type: [ ]  
 Contract Classification: [ ]  
 Contract: 00000000000000003621  
 Contract Line: 1

Search Clear

**Limits**

Remaining Excess Dates

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1 00000000000000003621	1		3,868.00	3,868.00	300.00

Return to Contract Terms

- The **Limit Details** window displays. Select **Search** button to populate the results 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: 00000000000000003621  
 Description: 2022-23 BEDA Leadership Block  
 Amendment Number: 0000000000  
 Contract Type: GRANT  
 Business Unit: SOUTH PUGET SOUND COMM COLLEGE  
 Contract Classification: Standard  
 Sold To Customer: State Board for Comm & Tech Colleges  
 Contract Status: ACTIVE  
 Contract Admin: [blank]  
 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  
 Limit Amount: 3,868.00  
 Transaction Identifier: [blank]  
 Processed Amount: 3,868.00  
 Remaining Amount: 0.00  
 Excess Amount: 300.00

Date Type: [dropdown]  
 From Date: [calendar icon]  
 Through Date: [calendar icon]  
 Search: [button]

**Excess Transactions**

1-1 of 1

Select Limit Transaction	Transaction Date	Accounting Date	Foreign Amount	Foreign Currency Code	Projects Business Unit Amount	Currency Code
1	06/30/2023	07/01/2023	300.00	USD	300.00	USD

Select All [checked] Clear All [unchecked] Release [button]

Return to Review Limits

12. The **Review Limits** page automatically saves. 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 %: [input]  
 Contract Admin: [input]  
 Contract Type: [input]  
 Contract Classification: [input]  
 Contract: 00000000000000001918  
 Contract Line: 1

Search [button] Clear [button]

**Limits**

1-1 of 1 | View All

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

13. Process complete.

! The **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.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. This video includes audio and closed captioning. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to access the [OLT Rows](#) training session. This link will open in a new tab/window.